

Director of Business Services - Los Medanos College

Posting Number: 0000356

Department: L1002-Business Services Office

Position Definition:

The Director of Business Services serves in a staff relationship to the President, providing assistance and advice in the planning and supervision of all business and financial affairs of the campus, including classified personnel and physical services.

Examples of Duties/Essential Functions:

The Director of Business Services is primarily responsible for the following activities: Coordinating the detail and processing of annual college budget preparation with the College President, campus Deans, and organizational unit managers. Monitoring campus expenditures to assure appropriate budget administration for the campus as a whole. Supervising the processing of all requisitions for services, supplies, and equipment for the campus. Supervising all campus detailed accounts and records involving the collection and disbursement of College funds including the issuance and collection of student loans and grants, and petty cash. Coordinating the use of all campus facilities by on-campus or off-campus groups and organizations. Establishing and supervising activities related to records maintenance, recruiting, selecting, evaluating, disciplining and grievance processing for all classified personnel; and developing and implementing personnel policies, procedures and employee in-service programs. Providing general supervision of custodial upkeep of College buildings. Supervising the maintenance of all necessary records related to the business affairs of the College and preparing any reports for District, state, and federal agencies, as requested by the President or required by law. Consulting with management staff in developing externally funded projects and providing budgetary information. Providing general supervision for the Central Services support area including instructional word processing services, printing of instructional and administrative materials, campus telephone services and mail services. Consulting with the Director of Facilities Maintenance regarding maintenance of the physical plant; with the District Chief of Police Services in the development of police and security services to provide for the protection of College property and the safety of students, staff and others using campus facilities; and with the Hotel and Restaurant Management faculty to develop and assure an efficient and economic food service operations. Supervising campus payroll preparation and input for classified, certificated, hourly, and student employees of the College. Ensuring compliance with applicable statutes, regulations, internal accounting, purchasing, payroll, and fiscal reporting policies and procedures. Developing, implementing, evaluating, and revising campus policies and procedures to ensure the effective and efficient delivery of business services to the College. Performing other duties as assigned.

Minimum Qualification

Education/Experience:

Possession of a Bachelor's degree in business or a related field or an A.A. degree or equivalent plus three (3) years of full-time administrative and fiscal experience. Two (2) years of successful full-time management experience.

Desirable Qualifications:

- Experience developing and monitoring a complex budget for an organization and assisting the chief executive officer in making the most effective decisions to optimize the use of available funds.
- Knowledge and experience creating a work environment that motivates employees to perform at their optimum.
- Experience interpreting and implementing a bargaining-unit agreement to benefit both the employees and organization.
- Experience and ability to manage the operation of a mid-sized organization on a day-to-day basis, handling both routine and time sensitive issues.
- Five (5) years progressively more responsible positions in business management, preferably in higher education.
- Experience providing procedural training for an organization.
- Experience with ERP systems, database management and financial reporting methods.
- Experience managing multiple organizational units (e.g. business services, buildings and grounds, custodial, information technology.)
- A Master's degree, preferably in business, finance or accounting; or CPA licensure or certification.
- Demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds, abilities, and perspectives of community college students, faculty, and staff.

Open Date: 04/05/2013

Close Date: 05/20/2013

Open Until Filled: No

Salary: \$8,941 - \$10,894

Position Status: Permanent

Overtime Status: Non-Exempt (eligible)

Position: Full-Time

of Hours Scheduled Per Week: 40

Work Schedule By Day and Work Hours: Monday – Friday, 8am – 5pm

of Months: 12

Special Instructions to Applicants:

Reporting to the President, the Director of Business Services serves as the college's chief business officer and will be a key advisor on all strategic business, finance, and operational matters of the College. Functional areas reporting to this position include: budget, accounting, purchasing, receiving, payroll, human resources, central services, facility use, buildings and grounds, custodial and information technology. The individual will help ensure a seamless and understandable integration between planning and budget development, implementation and oversight. This position is also the principal liaison to the District Office on matters of business policies, procedures, and practices. The successful candidate will be someone whose interpersonal skills and style facilitate collaboration, communication, and creativity regarding finances, operational improvements, and the implementation of best practices – leading a department that puts customer service first while maintaining the highest level of integrity.

Note: New employees will be placed at the first Step of the management salary schedule, \$8,941 per month; the second Step \$9,393 per month; or the third Step \$9,869 depending on experience. Based on current salary placement guidelines, all Step increases for which an employee becomes eligible shall take place on July 1st of each fiscal year. These increases will occur on an annual basis until the maximum Step of \$10,894 per month is reached.

For more information and to apply, visit: <http://apptrkr.com/334714>

The Contra Costa Community College District does not discriminate against any applicant for employment on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or sexual orientation. This prohibition against unlawful discrimination extends to any person who is perceived to have any of the above characteristics or who is associated with someone who has, or who is perceived to have, any of those characteristics.

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