

Vice Chancellor, Business and Administrative Services

Ventura County Community College District

Posting Number: 0603249

Closing Date: Open Until Filled

Position: Full Time

Percent Position: 100

Months: 12

Employee Type: Management

Job Category: Management/Supervisory

Brief Description

Under the administrative direction of the Chancellor, the Vice Chancellor, Business and Administrative Services, serves as the District's Chief Business Officer and leads, plans, manages, organizes, and evaluates District business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal and accounting services, facilities, banking and payroll, purchasing, risk management, and other related operational functions.

Job Duties

Serve as the Chief Business Officer (CBO) of the District; manage associated operational areas including budget development and maintenance, accounting, financial and state reporting, purchasing, payroll, risk management, and facilities; direct the preparation of annual goals and objectives. E

Serve as chief advisor to the Chancellor on strategic matters related to financial planning and business and administrative services; provide consultation and technical expertise to administrators, personnel, and outside agencies. E

Plan, direct, and oversee the financial management of the District, including the management of all funds, investments, debt, and capital finances. E

Direct the development, administration, and control of the District budget; prepare long-range projections to develop a financial strategy for the District; establish District budget assumptions; ensure the fiscal integrity of the District and the proper expenditures of all funds. E

Direct the planning, development, and implementation of policies, procedures, programs, and initiatives to enhance compliance and the financial effectiveness and operational efficiency of District services. E

Oversee the college Vice Presidents, Business Services to ensure consistent and appropriate management of college budgets and college business operations; ensure fiscal control and oversight of college finances. E

Make presentations to the Board of Trustees in matters concerning fiscal, legal, contractual, administrative and other business concerns; manage the preparation of Board agenda items for the division. E

Work collaboratively with participatory governance groups, building consensus in developing and implementing a District budget which balances the academic needs of the colleges with available resources and district financial stability; provide leadership in the review, improvement, and implementation of a budget allocation model for the District. E

Serve on the District's negotiating teams and ensure the implementation of provisions of the faculty and classified contracts. E

Review and analyze pending legislation, legal mandates, and regulations for potential financial impact to the district. E

Supervise and evaluate the performance of assigned administrators and their staff; establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development; encourage professional excellence and promote a culture of customer service, innovation, and quality services; take disciplinary action, up to and including termination, to address performance deficiencies in accordance with District rules and regulations. E

Ensure continuous improvement of business and administrative services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness. E

Confer with external auditors in the performance of a variety of fiscal and operational audits, and alert appropriate management personnel regarding related issues, findings, and concerns. E

Attend and chair District-wide committees, task forces, and other meetings; represent the Chancellor and the District in the business community and at local, regional or State meetings, workshops, and conferences; maintain liaison with appropriate government agencies and professional organizations. E

Perform other duties as assigned by the Chancellor.

E=essential function.

Additional Job Duties

Minimum Qualifications

EDUCATION AND EXPERIENCE:

A. A master's degree from an accredited college or university preferably in business administration, accounting, finance, management, public administration, higher education leadership, or a related field AND five years of increasingly responsible management experience in business administration or finance.

OR

B. A bachelor's degree from an accredited college or university preferably in business administration, accounting, finance, management, public administration, higher education leadership, or a related field AND a certified public accountant's license AND five years of increasingly responsible management experience in business administration or finance.

OR

C. A bachelor's degree from an accredited college or university preferably in business administration, accounting, finance, management, public administration, higher education leadership, or a related field AND nine years of increasingly responsible management experience in business administration or finance.

Preferred Qualifications

Preferred Qualifications:

Additional Information

For nominations and confidential inquiries, please contact:

John Romo, Search Consultant
Community College Search Services
805.698.7987
romojb@gmail.com

Licenses or other Requirements

N/A

Knowledge Of

Principles, theories, and concepts of financial management, including investments, forecasting, and debt administration
Principles and practices of budget preparation and administration
Principles of risk management
Principles, methods, and techniques of accounting, with an emphasis on governmental accounting
Principles and practices of internal control and auditing
Principles of public relations
Methods and techniques of research, analysis, and data-driven decision making
State legislative processes and procedures
Capabilities of computer applications and hardware pertaining to the management of financial systems
Principles of supervision, training, and performance evaluation
English usage, spelling, grammar, and punctuation
Federal, state and local laws, ordinances, codes, and regulations relevant to the financial management of a multi-campus community college district in California
Principles and practices of public purchasing and contracting, including competitive bid procedures
Sources and bases of funding for post-secondary educational institutions and programs in the State of California
Methods and techniques of collective bargaining, labor relations, and dispute resolution

Ability To

Interpret and apply applicable federal, State, and local policies, laws, and regulations
Develop and administer departmental goals, objectives, and procedures
Plan, organize, direct, and coordinate the work of staff
Analyze and evaluate programs, policies, and operational needs
Analyze and interpret financial markets, conditions, and trends
Manage multiple projects simultaneously

Prepare and administer large and complex budgets
Identify and respond to sensitive community and organizational issues, concerns, and needs
Communicate effectively, both orally and in writing
Communicate highly technical information concisely and in understandable terms
Prepare clear, concise, and comprehensive administrative and technical reports
Deliver effective oral presentations
Establish and maintain effective working relationships with those contacted in the course of work
Design and manage effective control, information, and documentation systems
Implement and facilitate organizational change
Make difficult decisions which may have districtwide impact
Lead, motivate, and supervise staff

Physical Abilities

Seeing to review financial documents
Hearing and speaking to communicate with District staff
Sitting for extended periods of time

Work Week/Hours

Monday through Friday, 8 a.m. to 5 p.m. or as needed

Required Applicant Documents

Resume
Letter of Application
Transcripts

Required Selection Process

EXAMINATION AND SELECTION PROCESS:

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by February 14, 2016. The closing date may be extended to ensure a sufficient pool of qualified applicants.

The examination and selection process shall consist of the following components:

- A) Evaluation of Training and Experience (application screening) = Qualifying for interview
- B) Structured Interview = (Qualifying for placement on an unranked eligibility list)
- C) Final interview with the Chancellor

Applicants must meet the stated minimum qualifications by the filing deadline in order to move forward in the testing process. Those candidates who meet the minimum qualifications will have their application materials screened by the hiring committee. The candidates deemed by the committee to be most qualified for the position will be invited to a structured interview. Those successful during the structured interview will be placed on an unranked eligibility list and forwarded to the Chancellor for consideration.

All communication regarding this process will be delivered via email.

Candidates will be notified via email once a date and location for the structured interviews has been determined.

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Salary Range

Salary: \$189,299-\$222,111/annual

The Ventura County Community College District provides an excellent, comprehensive benefits program including paid vacation and holidays, medical, dental, life insurance and membership in a state retirement system (PERS or STRS). For more information about our health benefits, please visit our website at <http://www.vcccd.edu/departments/human-resources/benefits/ascc-benefits>.

Starting Salary

Negotiable

Special Instructions to Applicants

The following must be submitted for your application to be considered:

*Completed Application for Management Employment

*Resume

*Letter of application that addresses the responsibilities and the personal/professional competencies listed in the position announcement. The letter should also describe your understanding of and sensitivity to the diverse academic, social, economic, cultural, ethnic, and disability backgrounds of community college students.

* Evidence demonstrating your status as a certified public accountant if you are using the certification for qualification purposes

* Unofficial or official transcripts providing confirmation that you meet the minimum educational requirement must be submitted with this application. Official transcripts will be required upon receiving a conditional offer of employment. If you do not have official transcripts, it is advised that you order your transcripts in the event they are needed.

* The supplemental questions must be completed in full.

NOTE: Foreign transcript evaluation is required for foreign coursework used to meet minimum qualifications and must be included with your application materials. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

All application materials **MUST** be submitted by the closing date or your application will be considered incomplete and will not be considered.

Letters of recommendation are optional.

ELIGIBILITY LIST:

This position will be filled in accordance with Education Code section 88091(c) as Senior Classified

Administrative. Certification of the candidates will be made from an unranked eligibility list. This eligibility list will be used to fill the current vacancy and any future vacancies up to one year from the date of the interview.

ACCOMMODATIONS:

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

To apply, visit: <http://apptrkr.com/723962>

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