



*A message from Dr. Anthony E. Beebe, Superintendent/President, Santa Barbara City College*

Santa Barbara City College has created a unique academic culture, which has been recognized with numerous accolades and awards. This includes the 2013 Aspen Award for Community College Excellence in, among other things, increased levels of access and success for marginalized and low-income students.

I highlight to you the profound commitment the College has to academic excellence, diversity, equity, and inclusion among our faculty, staff, and students. As a community, we believe that diversity comes in many forms. We understand that individuals are multidimensional, shaped by the intersections of a variety of life experiences and factors. We recognize and challenge the inequities that stem from the complex world in which we live and embrace the many facets of people that make up our wonderful College.

Consequently, we seek College employees who will take responsibility for equitable outcomes and successful pathways for our students. We seek new staff and faculty to join our community and embrace our commitments.

**ANNOUNCEMENT OF POSITION**  
**PLEASE APPLY AT: <https://jobs.sbccc.edu>**  
**PLEASE CIRCULATE AND POST THIS ANNOUNCEMENT**  
**MANAGEMENT OPENING FOR:**

## **Vice President – Business Services**

**Business Services – FT/12 Mo**  
**CLASSIFIED MANAGEMENT - OPEN AND PROMOTIONAL OPPORTUNITY**

Nine step salary range, initial placement customarily at first step with annual advancement to the next higher step. 40 hours per week, 12 months per year, plus fringe benefits; 12 month probation period. All work schedules and work assignments are subject to change based on the needs of the College.

**SALARY RANGE: \$133,929 - \$163,185/ Annually (Management/Supervisory Salary Schedule)**

**WORKING HOURS: Monday - Friday, 8:00 am – 4:30 pm**

**PLEASE APPLY AT: <https://jobs.sbccc.edu>**

**ONLINE APPLICATION MUST BE RECEIVED BY: Thursday, February 2, 2017**

Online applications must be received by 11:59 p.m. *PST* on the closing date.

*(Interviews by Invitation Only)*

**BASIC FUNCTION:**

Under the direction of the President, plan, organize, control and direct District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security, food services, campus store, custodial, facilities construction, maintenance and repair functions; coordinate and direct personnel, resources, communications and information to meet District needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:****ESSENTIAL DUTIES:**

Provide technical information and assistance to the President regarding Business Services activities, needs and issues, litigation and risk management cases, bargaining unit negotiations, personnel and benefits; engage effectively in District participatory governance processes and collaborate with the President and other Vice Presidents and administrators in the development and implementation of plans, strategies, goals and objectives for the District; assist in the formulation and development of District policies, procedures and programs.

Plan, organize, control and direct Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security and emergency preparedness, custodial, capital construction projects, facilities construction, maintenance and repair functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, ordinances, policies and procedures.

Provide consultation, technical expertise and participate in negotiations with all bargaining units.

Provide technical direction in the development and preparation of the general College and other District-wide budgets; provide technical assistance concerning resource allocation, fund disbursement and long-term financial requirements; assure fiscal solvency; prepare, develop and analyze projections in areas such as the tentative and adopted budget, Long Range Development Plan, revenue and expenditures, traffic demand and housing requirements.

Plan, organize, control and direct College accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of accounts, funds and budgets.

Assure operations meet compliance regulations and deadlines with outside agencies, including the Chancellor's Office, Santa Barbara County Office of Education, California Department of Education and others.

Provide consultation and technical expertise to administrators, personnel, outside agencies and others concerning Business Services operations; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, standards, requirements, plans, services, accounts, budgets, goals, objectives, rules, regulations, policies and procedures.

Attend and conduct a variety of meetings and committees as assigned; prepare and distribute Board agenda and committee items as needed; collaborate with other administrators in directing the collective bargaining process; attend conferences, such as ACCCA and ACBO.

Coordinate and direct personnel, resources, communications and information to meet District needs and assure smooth and efficient activities; direct the development and implementation of Business Services plans, projects, programs, services, systems, strategies, goals and objectives; assure smooth and efficient delivery of District support services, and proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Monitor and analyze Business Services operations, activities and fiscal functions for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Business Services operations, activities and fiscal functions.

Prepare, review, approve and direct the distribution of various fiscal and legal forms and documents such as contracts, agreements, applications for external funding, tax sheltered annuity documentation and reimbursement paperwork for state and federal funds.

Assure ongoing readiness for all aspects of the emergency/disaster preparedness and response and oversee the development of the emergency preparedness procedures for the campus; oversee the design, plan, readiness and response training for safety marshals, drills and exercises; interface with local police, fire and disaster agencies and other organizations responsible for emergency planning and response; coordinate planning, development and implement strategic initiatives that strengthen the campus' ability to respond and recover from an emergency.

Oversee the planning and development and maintain a comprehensive all-hazards emergency operations plan including hazard-specific appendices and functional annexes for both natural and human-caused identified campus hazards.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; coordinate and direct community services and relations with designated public agencies as directed.

Direct the preparation and maintenance of a variety of narrative, financial and statistical records, files and reports related to Business Services programs, projects, budgets, services, financial activity, personnel and assigned duties.

Develop and prepare the annual preliminary budget for Business Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Plan, organize, control and direct District-wide risk management operations and activities including insurance, general liability, loss prevention and Workers' Compensation functions; coordinate and direct campus security and safety functions to assure the well-being of students, staff and visitors.

Administer payroll processing functions to assure employees are paid in an accurate and timely manner; direct activities to assure eligible employees receive available insurance, vacation and sick leave and other benefits provided by the District.

Coordinate and direct college food service and campus store operations and activities to meet the needs of the campus community; assure cost-effectiveness and quality of services and products.

Coordinate and direct College-wide operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, and equipment; identify construction needs and direct the planning, development, scheduling, design and implementation of construction and renovation projects to meet the educational and operational needs of the College; administer transportation and parking functions to meet student, staff and public needs.

Assure adequate resources to meet College needs; direct operations and activities involved in the purchasing of College supplies, services and equipment; direct related bidding and contract administration functions; assure cost-effectiveness and quality of services and products; administer inventory control functions for College-wide properties.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct

work; administer the operation of high-speed digital reprographic and peripheral equipment involved in the production and duplication of printed materials to meet District needs.

**OTHER DUTIES:**

Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security, food service, campus store, custodial, facilities construction, maintenance and repair functions.
- Accounting, budget and business functions of a college district.
- Emergency preparedness and response training regulations, protocols, procedures and laws.
- General methods, practices, procedures, materials, tools and equipment used in facility inspection, cleaning, planning, construction, maintenance and repair activities.
- Bid specifications, contract preparation, specification requirements and price negotiation procedures.
- Laws related to Worker's Compensation, insurance coverage, employer liability and public liability.
- Risk management, exposure identification and loss control principles, strategies and techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- Building construction practices and laws governing the construction and renovation of public buildings.
- Safety, risk management, asset protection and loss control principles, strategies and techniques.
- General principles, methods, practices and procedures of purchasing and contract administration.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
- District organization, operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Principles and practices of administration, supervision and training.
- Principles and practices of participatory governance in a community college setting.
- Advanced theory and application of budgetary planning and control in a college system.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Public relations techniques.

**ABILITY TO:**

- Plan, organize, control and direct District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, food services, campus store, purchasing, security, custodial, facilities construction, maintenance and repair functions.
- Coordinate and direct personnel, resources, communications and information to meet District needs and assure smooth and efficient activities.
- Assure on-going readiness for all aspects of emergency/ disaster preparedness and response.
- Review, analyze, process and determine appropriate response to Worker's Compensations and property and liability claims filed against the District.
- Oversee mandated safety programs including injury and illness prevention, exposure control, disaster preparedness and ergonomics.
- Supervise and evaluate the performance of assigned personnel.
- Direct the development and implementation of Business Services plans, projects, programs, services, systems, strategies, goals and objectives.
- Identify construction needs and direct the planning, development, scheduling, design and implementation of construction and renovation projects.

- Provide technical direction in the development and preparation of the general College and other District-wide budgets.
- Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Business Services operations and activities.
- Plan, organize, control and direct College accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
- Engage effectively in the participatory governance process in a community college setting
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Direct the preparation and maintenance of a variety of narrative, financial and statistical reports, records and files related to assigned activities.

**EDUCATION AND PAID EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in a business-related field and five years increasingly responsible experience working in finance and accounting areas, including work with facilities construction and maintenance functions and three years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**PREFERRED QUALIFICATIONS:**

Master's degree in a business-related field and five years increasingly responsible experience working in finance and accounting areas in a California Community College or the state system office, including work with facilities construction and maintenance functions and three years in an administrative capacity.

**WORKING CONDITIONS:**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**

Office environment.

Frequent interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Regular operation of a computer keyboard, calculator, and other normal office equipment.
- Reading a variety of complex materials.
- Ability to remain in a stationary position (sitting or standing) for extended periods of time.
- Communicating and expressing oneself clearly on a variety of topics in conversation with, and presentations to, staff, students, and members of the community.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Mobility to reach various campus locations.
- Reaching overhead, above the shoulders and horizontally.

- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, linguistic, disability, and ethnic backgrounds of Community College Students.

### **GENERAL REQUIREMENTS (Upon Offer of Employment):**

- The selected candidate must be fingerprinted and tested for tuberculosis prior to the start of employment.
- The Immigration Reform and Control Act of 1986 requires verification of identity and the right to work in the United States.
- Selected candidate must be able to perform essential functions of the position with or without reasonable accommodations.
- Proof of college coursework or degrees indicated will be required of selected candidate.
- All offers of employment are subject to approval by the Board of Trustees.

### **BENEFITS:**

- The District offers a cafeteria style plan in which employees are given a district allowance and may choose from a number of medical and dental plans. Life and income protection insurances are also available.
- Vacation days (based on assigned hours) are earned and accumulated on a monthly basis.
- Sick leave is earned at the rate of one day (based on the number of assigned hours) per month, and is accumulative from year to year.
- Holidays: 15 holidays per year.
- Credit Union: The Santa Barbara Teachers Federal Credit Union offers a variety of services.
- Retirement: Employees, who work 20 or more hours per week, are covered by the Public Employees Retirement System (PERS), Social Security, and Medicare.

### **APPLICATION PROCESS**

Apply online at <https://jobs.sbcc.edu>. Assistance with the online application process is available on campus at the Human Resources office, 721 Cliff Drive, SS-230, Monday-Thursday: 8:00 a.m. – 4:00 p.m., Friday 8:00 a.m. – 12:30 p.m., or by phone (805) 965-0581 ext. 2258. Resumes are not accepted in lieu of SBCC online application. Online applications must be received by 11:59 p.m. on the closing date. *(Please Note: Santa Barbara City College regrets that applicants cannot be reimbursed for expenses related to the application or interview process.)*

**ACCOMMODATION FOR THE DISABLED:** If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call the Human Resources Office.

Santa Barbara Community College is an equal opportunity employer committed to nondiscrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

### ***EQUAL OPPORTUNITY - TITLE IX EMPLOYER***

JOB# 11/16 – C226

Our Mission:

As a public community college dedicated to the success of each student...

Santa Barbara City College provides students a diverse learning environment that inspires curiosity and discovery, promotes global responsibility, and fosters opportunity for all.