



Ventura County Community College District

Vice Chancellor, Business and Administrative Services

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.

Minimum Qualifications

EDUCATION AND EXPERIENCE:

A. A master's degree from an accredited college or university in business administration, accounting, finance, or a related field AND five years of increasingly responsible management experience in high-level administrative positions in business administration or finance.

OR

B. A bachelor's degree from an accredited college or university in business administration, accounting, finance, or a related field AND a certified public accountant's license AND five years of increasingly responsible management experience in high-level administrative positions in business administration or finance.

OR

C. A bachelor's degree from an accredited college or university in business administration, accounting, finance, or a related field AND seven years of increasingly responsible management experience in high-level administrative positions in business administration or finance.

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

Posting Number: 0602246

Position: Full Time

Percent Position: 100

Months: 12

Employee Type: Management

Job Category: Management/Supervisory

Requested Start Date: ASAP

Work Week/Hours: Monday through Friday, 8 a.m. to 5 p.m. or as needed

Closing Date: 10-20-2013

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 October 20, 2013. 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 (T&E) = Qualifying (pass/fail)
- B) Structured Interview = (Qualifying for placement on an unranked eligibility list)
- C) Final Interview with the Chancellor

Applicants must meet minimum qualifications stated 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 reviewed during a Training and Experience Evaluation (T&E). A T&E is an assessment of training and experience that has prepared the candidate for the position. Those with the highest scores on the T&E will be invited to the structured interview. Those successful during the structured interview will be placed on an unranked eligibility list. 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. We anticipate the structured interviews will be held during the month of November 2013.

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 and Fringe Benefits:

Salary and benefits will be competitive and commensurate with the candidate's background and experience. 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).

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 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://jobs.vccd.edu/applicants/Central?quickFind=54171>

EOE



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