



Vice President, Business Services

Ventura County Community College District

Posting Number: 0602931

Percent Position: N/A

Months: N/A

Employee Type: Management

Job Category: Management/Supervisory

Brief Description

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill current and upcoming vacancies for the duration of the list, not to exceed one year. The immediate vacancy is a 12 month, 100% position at Moorpark College.

Under the general direction of a college President and the administrative oversight of the Vice Chancellor, Business and Administrative Services, a Vice President, Business Services serves as the college's chief financial officer. The Vice President works in conjunction with assigned managers and supervisors; directs, coordinates and supervises various administrative and business service functions of the college, maintenance of the college physical plant, and facilities planning, development, and construction.

Job Duties

Perform duties of program budget officer in the allocation and expenditure of district funds; provide for proper accounting of college accounting activities and programs; supervise the development and administration of the college budget. E

Monitor expenditures to ensure that budget limits are maintained and ensure the establishment of appropriate internal control procedures; adhere to operational and program guidelines; provide written and oral reports to the college president, management, constituency leaders, and the college faculty and staff as required, as well as to district management. E

Maintain accurate records of expenditures for all college program activities; monitor and maintain controls over college cashiering and Student Business Office functions; compile, analyze, audit, and prepare data for periodic and year-end reports. E

Oversee various college operations and functions including property maintenance, college safety, facilities use, reprographics, bookstore, vending operations, campus operations, Student Business Office, student employment, campus telephone, mail, and building security systems; assist with prioritization of college technology services and initiatives; assure compliance with financial/business and contractual obligations.

Ensure district and student body expenditures conform to policies and regulations; maintain records and reports on all areas of responsibility; recommend changes or improvement. E

Coordinate the college building, capital construction, facilities and grounds program in conjunction with lead college staff and District Service Center representatives. E

Develop and maintain the college Five Year Capital Construction Plan, the Initial and Final Project Proposals (IPP and FPP), the Facilities Master Plan, and development of the project plans. E

Work with college faculty and staff in the renovation and construction of facilities; serve as liaison with district administration, architects and contractors to plan, develop, and construct campus facilities. E

Oversee development of the college Space Inventory Plan, the Five Year Scheduled Maintenance Plan and submission of the Scheduled Maintenance Project Funding Proposal. E

Coordinate and implement the district's risk management program and all programs related to the safety of employees and students. Implement other environmental compliance programs; serve as the college safety officer; monitor and implement projects to meet ADA requirements. E

Participate as a member of the management team by providing business and professional advice for use in making decisions and establishing the priorities, goals, and objectives of the college. E

Chair or co-chair the college committees responsible for budget planning and allocation of campus financial resources and directly supervise the development and administration of the college budget and campus environment; analyze financial data and recommend optimal use of college resources. E

Design, implement, and maintain information and control systems to provide complete, accurate, and timely data for use in formulating and justifying financial, personnel and materials requests. E

Serve on district-wide participatory governance and budget development committees. E

Participate in hiring, evaluation, retention, or dismissal of members of the Business Services staff and make appropriate recommendations to the College President. E

Perform other duties as assigned.

E = Essential Duties

Additional Job Duties

Minimum Qualifications

Any combination equivalent to: Education: A master's degree in business administration, accounting, finance, public administration, or a related field. Experience: Five years of management experience with responsibility for the development and administration of complex multi-fund budgets in an organization which requires the understanding and application of fund accounting such as community colleges, public universities, K-12 districts, government agencies, non-profit organizations, credit unions, large private institutions of higher education, and hospitals. Management experience must include supervisory responsibility as well as responsibility for managing/administering at least two of the following line functions: A. fiscal operations (budget development, budget maintenance, and accounting); B. facilities construction planning and management, including scheduled maintenance and new construction OR facilities maintenance and operations, including buildings, grounds and security operations; C. auxiliary business services such as cashiering, bookstore, vending, and information technology.

Preferred Qualifications

Additional Information

Licenses or other Requirements

N/A

Knowledge Of

Principles and practices of financial business management, supervision and facilities management

Principles of public administration and accounting management

District organization, operations, policies, and objectives

Oral and written communications skills

Applicable sections of the State Education Code, Health & Safety Codes, local, state, and federal laws, rules, and regulations governing assigned area

Contract law as applicable to California Community Colleges

Complexity of functions and impacts of college operations

Modern office practices, procedures, and equipment, and record-keeping techniques

Personnel management, supervision and training

Finance, budget and accounting management

Ability To

Relate professional knowledge to the needs and characteristics of the college environment
Understand and interpret labor agreements and district policies and procedures
Understand and follow oral and written directions
Establish and maintain effective working relationships
Plan, schedule, and supervise work
Maintain records and prepare reports
Communicate effectively both orally and in writing with diverse constituencies, within and outside the district
Develop and manage a diverse program area, and offer clear leadership
Manage operations of business and facilities
Establish and maintain effective and cooperative working relationships with administrators, staff, contractors and other support personnel
Analyze situations accurately and take effective courses of action

Physical Abilities

Hearing and speaking to exchange information and make presentations

Work Week/Hours

To be determined based on the needs of the department.

Required Applicant Documents

Resume
Letter of Application

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 July 2, 2015.

The examination process will consist of the following components:

- A) Training and Experience Evaluation (T&E) = Qualifying
- B) Technical Interview = pass/fail (for placement on eligibility list)

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 technical interview. All communication regarding this process will be delivered via email.

The date range and location of the technical interview are listed below.

Date Range: Monday, July 20, 2015 to Friday, July 24, 2015

Location: Ventura County Community College District
255 W. Stanley Avenue, Suite 150
Ventura, CA 93001

The above date range is subject to change. Applicants will be notified of any scheduling changes via email.

Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning employment.

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

\$9442.08 - \$12,653.25

With a doctorate, add \$4,870.09 per year

Starting Salary

\$9442.08 - \$12,653.25 - Employees shall be placed on the appropriate step of the salary range based on directly related education and experience that exceeds the minimum qualifications for the classification. Salary placement is subject to verification of qualifying education and experience and applicable collective bargaining agreements and/or Personnel Commission rules.

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.

- * Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning 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.

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

The VCCCD does not accept letters of recommendation. Please do not attempt to attach letters of recommendation to your application.

ELIGIBILITY LIST:

Contingent on Personnel Commission approval, this is a senior administrative position in accordance with California Education Code section 88091. 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: <https://jobs.vccd.edu>

EOE

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