

**VICE CHANCELLOR OF BUSINESS SERVICES
South Orange County Community College District**

Job Opening ID #4330/3775

Initial Screening: February 2, 2011

Open Until Filled

PLEASE NOTE: In order to be considered for this opening, you must apply through the District website at <https://jobs.socccd.edu>

South Orange County Community College District is seeking qualified candidates for the position of Vice Chancellor of Business Services. Under the general administrative direction of the Chancellor, the Vice Chancellor of Business Services serves as the District's Chief Business Official, responsible for planning, developing, organizing, coordinating, administering, reviewing and evaluating comprehensive District-wide fiscal services, including budget preparation and administration, accounting, payroll, risk management, facilities planning, construction, investments, and capital financing, purchasing, and warehousing, including contracting, fixed asset inventory control and mail delivery and courier services; ensure timely and accurate submission of all District financial reports, including the annual financial audit and adopted budget; ensure the development, implementation and adherence of Board policies related to business services; ensure compliance with State and federal laws, District policies and collective bargaining agreements; train, supervise and evaluate the performance of assigned personnel and perform other duties and assume other responsibilities as assigned by the Chancellor and Board of Trustees. Exercises direct supervision over assigned administrative, management, technical and clerical staff.

Requires:

KNOWLEDGE OF:

Principles and practices of community college administration. Principles and practices of business services management and collective bargaining in the public sector. Principles of contract administration. Principles, trends, methods, strategies and procedures pertaining to business services programs. Principles and practices of training, supervision and performance evaluation. District and college organization, operations, policies and objectives. State and federal laws, codes and regulations related to business administration of a public education agency, including the California Education Code and the California Government Code. District policies, operational procedures and guidelines applicable to the administration of a comprehensive public sector business services program. Business services information systems functions and operations. Negotiation techniques and public sector collective bargaining processes. Progressive discipline procedures and documentation. Budget preparation and control. Oral and written communication skills. Interpersonal skills including tact, patience and diplomacy. Computer systems and software applications related to business services.

ABILITY TO:

Plan, develop, organize, coordinate, administer, monitor, control and evaluate a wide variety of District business services functions and administrative services, operations, programs and activities. Provide leadership in assigned business services areas. Participate in negotiating collective bargaining agreements. Develop and administer department budget. Develop and administer policies and procedures for business services. Work cooperatively with Information Technology personnel to develop sound information and reporting systems and procedures related to business services. Interpret, apply and explain complex District policies, legal requirements and negotiated agreements. Make effective public presentations. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Select, train, lead, direct, supervise and evaluate the performance of assigned personnel. Assure the preparation, maintenance and retention of personnel files and data. Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy. Prepare and administer budgets for assigned program areas. Establish and maintain cooperative and effective

working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Collect, compile and analyze data. Prepare and present reports and recommendations. Prepare oral and written reports and recommendations. Plan and organize work. Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine. Operate computer and applications software, including database management, spreadsheet, word processing and software related to business services. Exercise initiative and work independently with minimum administrative direction.

EDUCATIONAL QUALIFICATIONS:

- Master's degree from an accredited college or university.

EXPERIENCE REQUIRED:

- Minimum of one (1) year formal training, internship, or leadership experience in business or public administration or closely related field.
- Five years of increasingly responsible and varied experience in administering a full range District-wide business services management programs, such as accounting, budgeting, payroll, facilities planning/management, purchasing, warehousing, inventory control, in a public sector setting, including at least three years of increasingly responsible experience in negotiating collective bargaining agreements.
- Experience in performing work as described above in a California public education environment is highly desirable.

DESIRABLE QUALIFICATIONS

- Earned doctorate degree in business or finance or related field.
- Experience as a Chief Fiscal Officer in a multi-college community college district.
- Experience in managing a budget of \$100 million or more.
- Knowledge of integrated business and human resources systems.
- Experience in administering a human resources program in public education.
- Experience in managing capital construction budgets.
- Ability to work effectively in a shared governance environment.
- Ability to work effectively within the state mandate for collective bargaining.

COMPENSATION AND FRINGE BENEFITS:

This position is paid a salary range of \$168,487 to \$204,990 per year. The District offers a comprehensive package of insurance benefits, which includes medical and dental insurance, a vision care plan, life insurance and dependent life coverage, accidental death and dismemberment coverage, long-term disability income protection plan, a legal plan, and STRS (State Teachers Retirement System). All premiums are fully paid by the District. Executive administrators are provided 24 days of paid vacation leave per year.

APPLICATION PROCESS: Applications for this position be accepted until the position is filled. For guaranteed consideration, applications and required materials must be submitted no later than Wednesday, February 2, 2011 at 5:00 p.m.

Applicants must submit an online application which references position #4330/3775. Online application, information, and detailed instructions are available on the District Job Opportunities website at: <https://jobs.socccd.edu> or call (949) 582-4850.

The following materials must be submitted:

- A fully completed, online South Orange County Community College District application.
- A detailed resume that summarizes education preparation and professional experience for the position.
- Academic transcripts (unofficial copies are acceptable at this time).
- Official transcripts will be required within three working days of employment.

- **If selected or an interview, applicants will be required to provide three (3) current professional letters of recommendation.**

Incomplete application packages will not be considered. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. All submitted materials become the property of the South Orange County Community College District, and will not be returned, will not be copied, and will be considered for this position only. All submitted documents must reference position #4330/3775. The District does NOT accept applications by FAX or E-mail.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT: The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country.

EQUAL OPPORTUNITY EMPLOYER