JOB DESCRIPTION

The Vice President/Assistant Superintendent, Business Services is the chief business officer of the college providing direction and leadership for the business and financial affairs of the college. The Vice President recommends the broad policies of the college related to business and finance and serves as the chief financial advisor to the Superintendent/President and the Governing Board.

SCOPE

The Vice President/Assistant Superintendent, Business Services, under the general direction of the Superintendent/President, directs the business and financial affairs of the college including business services, computing resources, personnel and human resources, collective bargaining, employee benefits, police and safety, maintenance and operations, facilities planning, construction and deferred maintenance, bookstore, cafeteria, risk management and insurance; and contract development and legal activities.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Serves as the chief business officer managing all district financial policies, procedures and activities, including budget and audit.
2. Directs various college service and support operations including but not limited to business office operational activities, computing resources, personnel and human resources, campus police and safety programs, bookstore and food services operations.
3. Initiates and directs the management of capital improvement processes and projects.
4. Plans for and directs the employee benefits program of the college.
5. Serves as the chief district negotiator with the faculty and classified employee unions and serves as contract administrator.
6. Plans for and directs all district facilities and maintenance operations, including buildings, grounds, equipment and safety management.
7. Recommends, interprets and administers district policies ensuring compliance with pertinent Federal state and local laws and contractual regulations.
8. Directs and evaluates assigned staff.
9. Develops the district's five-year capital construction and deferred maintenance plans.
10. Directs the district's insurance and risk management functions.
11. Represents the district in the management of joint powers agreements.
12. Serves as the district's legal liaison.
13. Prepares a variety of reports and correspondence including the reports for the college Governing Board.
14. Performs related duties as required or assigned.
QUALIFICATIONS

Education and Experience:

Master's degree or equivalent; it is desirable that the Master's or Bachelor's degree be in business, public administration, accounting, economics, or a closely aligned area. Minimum of four years of successful administrative experience, at least two of which are at the senior management level.

Knowledge and Abilities:

Demonstrated competence in budget planning and development; demonstrated effectiveness in collective bargaining; expertise in facilities planning and management; competence in managing business component functions, including risk management, fiscal services, personnel administration and safety; demonstrated effectiveness in leading and motivating managers and staff in a collegial-shared governance environment; demonstrated leadership in installing and utilizing advanced management techniques such as total quality management; and commitment to staff diversity, including affirmative action and equal opportunity. Effective verbal and written communications skills; ability to work with changing rules and regulations; effective organizational skills; broad knowledge of a wide spectrum of the college environment; the ability to consistently perform under the pressures of deadlines and other administrative demands; train, supervise and evaluate assigned staff; and the ability to work cooperatively with others.

AUTHORITY AND RESPONSIBILITIES

The Vice President/Assistant Superintendent, Business Services directs and supervises administrative staff assigned to Business Services, Computing Resources, Personnel and Human Resources, Maintenance and Operations, Safety and Protective Services, the bookstore; and the Confidential Executive Assistant to the Vice President/Assistant Superintendent; Business Services.

Adopted: February 1, 1988
Revised: August 5, 1996