

San Jose Evergreen Community College District Management Job Description

Position: Vice Chancellor, Administrative Services

Department: Administrative Services

College: District Office

Date: July 1, 2014

POSITION PURPOSE

Under the general direction of the Chancellor, the Vice Chancellor of Administrative Services is the Chief Fiscal Officer, bearing responsibility for the development, approval and control of the District budget, and plays a leadership role in the development of both short-term and long-range strategic planning. Responsibilities include planning and directing the business and administrative services functions of the District.

NATURE and SCOPE

The Vice Chancellor is administratively responsible for overseeing the operations for District Police/EMS, Purchasing, Accounting, Budget and Payroll, Plant Planning, Facilities and Maintenance, Bond implementation and public/private ventures and auxiliary services.

KEY DUTIES and RESPONSIBILITIES

1. Work closely with the Chancellor, College Presidents, other administrators and staff at all stages of the budget process. Exercise continuous budget controls to ensure proper expenditures of authorized funds. Assist the Chancellor in establishing budget priorities. Make presentations to the Governing Board.
2. Work collaboratively with shared-governance groups, building consensus, in developing and implementing a District budget which balances the academic needs of the colleges with available funding.
3. Direct, supervise and evaluate assigned staff while establishing and maintaining a climate that encourages the development and retention of competent staff, high level morale, and achievement of district goals.
4. Responsible for budget projections and models.
5. Assist in the negotiation and implementation of academic and classified collective bargaining contracts.
6. Act as representative of the District to governmental agencies, civic groups and community.
7. Recommend, develop, coordinate, and implement complex business policy.
8. Responsible for maintenance of financial records and audit trails in accordance with District and State policy; Confer with external and internal auditors in the performance of a variety of fiscal and operational audits.
9. Provide overall supervision of the business operations of the District, including accounting, budget, payroll, warehousing and central receiving, parking, risk management, and purchasing.
10. Work closely with Human Resources to develop and deliver related employee services such as payroll and benefits.

11. Direct and manage grants and investments, bond activities and public/private ventures.
12. Be responsible for state and federal mandated reports.
13. Develop and oversee master plan for land use, facility planning, bid development, and construction activities including new construction, renovation, and maintenance.
14. Direct security and safety on all facilities and grounds.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Educational institution operations, related laws, regulations, public policies, business and administrative practices; Educational and governmental accounting and audit standards and practices.
2. Knowledge of public/private ventures.
3. Complex information systems.
4. Federal and state laws and regulations pertaining to public higher education.
5. Federal and State Labor Laws.
6. Business management, leadership, supervision.
7. District Policies and Procedures.
8. Knowledge of policing safety security and Emergency Management Systems

Skills and Abilities:

1. Effectively communicate critical budgetary issues to the Trustees, leadership groups, the colleges, and the general community;
2. Understand the sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students and employees.
3. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
4. Demonstrated ability to effect innovative solutions to management and operational issues.
5. Ability to analyze a wide variety of technical, business, and fiscal issues.
6. Skills to organize, direct, oversee, and lead multi-unit and diverse activities.
7. Proven ability to implement sound business practices and administrative service delivery.
8. Ability to function and communicate effectively in a multilingual/multicultural setting.

Education and Experience:

1. Master's degree in Business Administration or other related field.
2. Experience working with oversight Boards and collaborative governance structures.
3. Five or more years' experience in progressively higher management positions in large institutions.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Preferred Qualifications:

1. California Community College administrative experience including:
 - a. Maintenance of financial records and audit trails in accordance with rules, regulations and policies; working with external and internal auditors in the performance of a variety of fiscal and operational audits.
 - b. Overall supervision of the business operations, including accounting, budget, payroll, warehousing and central receiving, parking, risk management, and purchasing.
2. Experience with public/private ventures.
3. Experience with entrepreneurial approaches to fund development.

Working Conditions:

1. Typical office environment.

Date Approved: 9/06

Revised 10/14/2008; changed to Academic 9/8/09; back to Classified 12/13/11; salary change EM-1 effective 7/1/14

Salary Range: EM-1

EEO-Category: 2B1 Executive/Administrative/Managerial