

**San Jose · Evergreen Community College District  
Management Job Description**

**Position:** Vice Chancellor, Administrative Services

**Department:** Administrative Services

**College:** District Office

**Date:** September 11, 2019

---

**POSITION PURPOSE**

Reporting to the Chancellor and serving as a member of the Chancellor's Cabinet, the Vice Chancellor of Administrative Services is the Chief Fiscal Officer, bearing executive responsibility for the development, approval and control of the District budget. The position plays a leadership role in both short-term and long-range strategic planning.

**NATURE and SCOPE**

The Vice Chancellor of Administrative Services is 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.

As the Chief Fiscal Officer, the Vice Chancellor of Administrative Services is responsible for budgetary and financial accountability for the District. The position provides vision and leadership for the development and implementation of complex business policies and procedures that comply with District policy, state and federal laws and are in support of the District Mission and Vision.

**KEY DUTIES and RESPONSIBILITIES**

1. Work closely with the Chancellor, College Presidents, other administrators and staff at all stages of the budget process, ensuring compliance with applicable laws and regulations.
2. Exercise continuous budget controls to ensure proper expenditure of authorized funds in accordance with strategic priorities.
3. Provide expert advice to assist the Chancellor in establishing budget priorities.
4. Develop and make presentations to the Governing Board that explain financial status.
5. 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.
6. 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.
7. Compile, analyze and utilize data to develop budget projections and models.
8. Assist in the negotiation and implementation of academic and classified collective bargaining contracts.
9. Serve as representative of the District to governmental agencies, civic groups and community.
10. Recommend, develop, coordinate, and implement business policies and procedures in compliance with state and federal law.
11. Maintain 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; communicate findings and oversee necessary adjustments.

12. Provide high-level supervision and oversight of the business operations of the District, including accounting, budget, payroll, warehousing and central receiving, parking, risk management, and purchasing.
13. Work closely with Human Resources to develop and deliver related employee services such as payroll and benefits.
14. Participate with other chief business officers to gather, assess and provide input on pertinent information from the State Chancellor's Office that has potential to impact the district.
15. Develop and implement department strategies, business practices, and processes to continually improve the operation and execution of services.
16. Direct and manage grants and investments, bond activities and public/private ventures ensuring informed, responsible decision-making that focuses on appropriate return on investment.
17. Ensure timely completion of state and federal mandated reports.
18. Develop and oversee master plan for land use, facility planning, bid development, and construction activities including new construction, renovation, and maintenance.
19. Direct security and safety on all facilities and grounds.
20. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

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.

### **Skills and Abilities to:**

1. Effectively communicate critical budgetary issues to the Trustees, leadership groups, the colleges, and the general community;
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Demonstrated ability to effect innovative solutions to management and operational issues.
4. Ability to analyze a wide variety of technical, business, and fiscal issues.

5. Skills to organize, direct, oversee, and lead multi-unit and diverse activities.
6. Proven ability to implement sound business practices and administrative service delivery.
7. Ability to function and communicate effectively in a multilingual/multicultural setting.

**Education and Experience:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Master's degree from an accredited institution with major coursework in business, accounting, finance, management or related field, and five years of related management experience; OR
2. Bachelor's degree from an accredited institution in business, accounting, finance, management or related field, and a Certified Public Accountant (CPA) license, and five years of related management experience; OR
3. Bachelor's degree from an accredited institution in business, accounting, finance, management or related field, and seven years of progressively responsible and relevant management experience in a large organization.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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: 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.
4. Experience working with oversight Boards and collaborative governance structures.

**Working Conditions:**

1. Typical office environment.

Date Approved: 9/06, 9/10/2019

Revised 10/14/2008; changed to Academic 9/8/09; back to Classified 12/13/11; salary change EM-2 effective 7/14, 8/18, 9/19 (duties and qualifications change)

Salary Range: EM-2

EEO-Category: 2B1 Executive/Administrative/Managerial