

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: VICE PRESIDENT- BUSINESS SERVICES

SALARY TABLE: 30

SALARY RANGE: 170

BASIC FUNCTION:

Under the direction of the President, plan, organize, control and direct College District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security, custodial, facilities construction, maintenance and repair functions; coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security, custodial, facilities construction, maintenance and repair functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, ordinances, policies and procedures.

Coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; direct the development and implementation of Business Services plans, projects, programs, services, systems, strategies, goals and objectives; assure smooth and efficient delivery of District support services, and proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide technical information and assistance to the President regarding Business Services activities, needs and issues; collaborate with the President and other Vice Presidents and administrators in the development and implementation of plans, strategies, goals and objectives for the College District; assist in the formulation and development of College policies, procedures and programs.

Monitor and analyze Business Services operations, activities and fiscal functions for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency

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of Business Services operations, activities and fiscal functions.

Plan, organize, control and direct College accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of accounts, funds and budgets.

Coordinate and direct College-wide operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, and equipment; identify construction needs and direct the planning, development, scheduling, design and implementation of construction and renovation projects to meet the educational and operational needs of the College; administer transportation and parking functions to meet student, staff and public needs.

Provide technical direction in the development and preparation of the general College and other District-wide budgets; provide technical assistance concerning resource allocation, fund disbursement and long-term financial requirements; assure fiscal solvency; prepare, develop and analyze projections in areas such as the Long Range Development Plan, revenue and expenditures, traffic demand and housing requirements.

Assure adequate resources to meet College needs; direct operations and activities involved in the purchasing of College supplies, services and equipment; direct related bidding and contract administration functions; assure cost-effectiveness and quality of services and products; administer inventory control functions for College-wide properties.

Provide consultation and technical expertise to administrators, personnel, outside agencies and others concerning Business Services operations; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, standards, requirements, plans, services, accounts, budgets, goals, objectives, rules, regulations, policies and procedures.

Administer payroll processing functions to assure employees are paid in an accurate and timely manner; direct activities to assure eligible employees receive available insurance, vacation and sick leave and other benefits provided by the College District.

Develop and prepare the annual preliminary budget for Business Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Plan, organize, control and direct District-wide risk management operations and activities including insurance, general liability, loss prevention and Workers' Compensation functions; coordinate and direct campus security and safety functions to assure the well-being of students, staff and visitors.

Direct the preparation and maintenance of a variety of narrative, financial and statistical records, files and reports related to Business Services programs, projects, budgets, services, financial activity, personnel and assigned duties.

Communicate with administrators, personnel and outside organizations to exchange information,

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coordinate activities and programs and resolve issues or concerns; coordinate and direct community services and relations with designated public agencies as directed.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; administer the operation of high-speed digital reprographic and peripheral equipment involved in the production and duplication of printed materials to meet College District needs.

Prepare, review, approve and direct the distribution of various fiscal and legal forms and documents such as contracts, agreements, applications for external funding, tax sheltered annuity documentation and reimbursement paperwork for State and federal funds.

Attend and conduct a variety of meetings and committees as assigned; prepare and distribute Board agenda and committee items as needed; collaborate with other administrators in directing the collective bargaining process.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of College District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security, custodial, facilities construction, maintenance and repair functions.

Accounting, budget and business functions of a college district.

General methods, practices, procedures, materials, tools and equipment used in facility inspection, cleaning, planning, construction, maintenance and repair activities.

Generally accepted accounting and auditing principles, practices and procedures.

Building construction practices and laws governing the construction and renovation of public buildings.

Safety, risk management, asset protection and loss control principles, strategies and techniques.

General principles, methods, practices and procedures of purchasing and contract administration.

Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.

College District organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Advanced theory and application of budgetary planning and control in a college system.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct College District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, food services, purchasing, security, custodial, facilities construction, maintenance and repair functions.

Coordinate and direct personnel, resources, communications and information to meet College

District needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Direct the development and implementation of Business Services plans, projects, programs, services, systems, strategies, goals and objectives.
Identify construction needs and direct the planning, development, scheduling, design and implementation of construction and renovation projects.
Provide technical direction in the development and preparation of the general College and other District-wide budgets.
Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Business Services operations and activities.
Plan, organize, control and direct College accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the preparation and maintenance of a variety of narrative, financial and statistical reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in a business-related field and eight years increasingly responsible fiscal experience including work with facilities construction and maintenance functions and three years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

