

VICE CHANCELLOR OF DISTRICT ADMINISTRATIVE SERVICES

DEFINITION

This is a Cabinet-level position responsible for planning, organizing, and directing all of the staff and functions of the office of the Vice Chancellor of District Administrative Services, including Controller, Facilities Planning and Operations, Purchasing and Receiving, Transportation, Risk Management, and Internal Auditor/Budget Analyst. The Vice Chancellor works directly with the Vice Presidents of College Administrative Services to provide effective business and administrative functions to the Colleges; works to ensure that District assets are protected and controlled; coordinates the annual District budget; ensures District compliance with all applicable governmental regulations and policies and performs related work as assigned. This position is the Chief Business Officer (CBO) of the District.

SUPERVISION RECEIVED AND EXERCISED

- Receives general administrative direction from the Chancellor.
- Provides direct supervision to supervisory and professional staff as well as other administrative support staff, as assigned.

JOB DUTIES AND RESPONSIBILITIES

- Participates as a member of the Chancellor's Cabinet in the overall planning and direction of the Yosemite Community College District
- Advises the Chancellor's Cabinet and Governing Board on budget, financial, and other business-related issues and concerns.
- Leads the annual District budget development process.
- Administers all aspects of the YCCD budget, approximately \$120 million.
- Presents budget information and updates at forums across the District and Colleges.
- Administers the YCCD Resource Allocation model.
- Reviews, approves, and signs all business and educational contracts.
- Responsible for risk management and serves as presiding officer of Valley Insurance Program JPA, which procures property, liability, automobile, wrongful acts, and workers' compensation coverages.
- Serves as a board member of the Schools Excess Liability Fund, which procures excess liability coverage.
- Oversees state reporting compliance requirements.
- Establishes and facilitates communication and conducts meetings to ensure timely coordination of planning and access to information related to facilities, transportation, and fiscal services.
- Provide oversight and supervision of assigned areas including: Facilities Planning and Operations, including the energy budget and general obligation bond projects; transportation; and the Controller, whose functions include payroll, accounts payable, accounts receivable, accounting, and grants office.
- Supports effective enrollment management and accurate attendance accounting.
- Oversees the retiree benefits (OPEB) trust fund.
- Administers the General Obligation Bond program and construction management contracts.
- Oversees General Obligation Bond program capital projects.
- Conduct financial analysis in support of the collective bargaining process.
- Participates in the College accreditation process.
- Researches, prepares, and implements special projects as requested by the Chancellor, including the long-range planning for facility expansion and modernization.
- Maintains current knowledge of rules, regulations, and policies of the Governing Board, directives of the Chancellor, and applicable codes and regulations of the state of California.

- Directs and participates in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provides information and support to assure operations are implemented in an accurate and timely manner; monitors activities to assure compliance with established procedures
- Supervises and evaluates the performance of assigned personnel.
- Serves as Acting Chancellor as scheduled by the Chancellor.
- Performs other related duties as required.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of effective leadership, management, supervision, training, performance evaluation, customer service, and employee/management development.
- Public business administration and financial management theory, principles, and practices and their application to a wide variety of programs and procedures.
- Demonstrated knowledge of current trends and practices affecting California higher education, especially community college funding, finance and fiscal management.
- Strategic and financial planning, investment management, auxiliary services, procurement and contract administration.
- Principles and practices of building effective functional and cross-functional work teams.
- District mission, organization, services, operations, policies and objectives.
- Methods of research, data collection and organization, report preparation.
- Demonstrated evidence of strong communication skills, both oral and written.
- Demographics of the District.
- Policies, procedures, regulations relative to the Administrative Services division
- Relevant Federal and State laws.

Ability to:

- Develop, manage, and lead high-functioning work teams and managers of the fiscal services, transportation and facilities operations departments
- Define complex issues, analyze and assess, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop short and long-term plans and projects based on analysis of complex data and constituency input utilizing sound program and project management principles.
- Present proposals, reports, and recommendations clearly, logically and persuasively in public meetings.
- Engender trust, establish and maintain cooperative working relationships with others using interpersonal skills such as tact, patience and courtesy.
- Supervise, evaluate, and participate in the professional development and/or the improvement of the performance of assigned staff.
- Work collaboratively to strengthen college, community, and District wide understanding of the budget, other financial or administrative processes, and accreditation Standards.
- Ability to engage in the participatory governance process and work cooperatively with students, staff, corporate partners, local businesses, government agencies, and other educational partners and professional organizations.
- Focus on student success, service excellence, and willingness to assist colleagues as needed.

- Operate modern office equipment including, but not limited to, integrated database systems and general office computer applications.
- Ability to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Licenses and Certificates:

- Possession of a valid California driver's license.
- CPA license desirable.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

- **Education:**
 - Master's degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.
 - OR
 - A Bachelor's degree from an accredited institution in accounting, finance, business administration or a closely related field AND a certified public accountant's license.

AND

- **Experience:** Ten or more years of senior management experience in general accounting, auditing, financial systems design, business administration, preferably in higher education; and demonstrable strong, open, collaborative leadership style in supporting interpersonal and group relationships.