

College of the Redwoods

Position Description

Position: Vice President Administrative Services/Chief Business Officer	Position Number:
Department: Administrative Services	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 136

Summary

Under the administrative direction of the President serve as the District's Chief Business Officer in organization and management of fiscal services and operations, including budget development and control, accounting, purchasing, contract and grant management, facilities management, auxiliaries, dining services, and/or related functions. As a direct report to the President, the Vice President may be assigned additional responsibilities as part of the executive management team. The Chief Business Officer works closely with the Chief Instructional Officer, Chief Student Services Officer and Chief Human Resources Officer and serves as a member of the District's Executive Leadership team.

Essential Duties and Responsibilities

- Is responsible for strategic financial plan development that sustains the fiscal health and stability of the District
- Is primarily responsible for revenue forecasting, budget development, planning, and allocation of District financial resources. Oversees development and monitoring of district budgets consistent with district goals and applicable laws; advises the college on fiscal implications of budgetary decisions.
- Oversees budgets for all programs supervised; provides for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
- Participates in policy development in matters of fiscal management and business operations.
- Manages operations and provides innovative leadership for the college and specific areas of responsibility.
- Selects, trains, supervises, and evaluates managers and other staff; coordinates the work of Administrative Services with other major college units.
- Coordinates the planning, development, and implementation of innovative approaches to fiscal management using technology, data management, or analysis to support the college's mission.

- Monitors District expenditures to assure that fiscal activities comply with federal, state and local agency requirements.
- Makes recommendations to and assists the Superintendent/President in the formation and implementation of procedures and programs relating to business and general services.
- Is responsible for annual audit and special audits for all areas related to fiscal and business affairs.
- Serves on District negotiation team as required.
- Provide reports to outside agencies as required and provide reports to the President on assigned topics.
- Perform related duties as assigned

Qualifications

Knowledge and Skills

- Knowledge of and skill in finance and fund accounting, and the ability to apply both to California Community Colleges.
- Ability to develop financial strategies to support capital improvement projects and to fulfill institutional long-range planning goals.
- Ability to provide service to the educational operations of the District, developing and using the District's resources in an effective and prudent manner.
- Ability to lead.
- Ability to formulate and administer policies and procedures.
- Knowledge of laws and regulations governing California Community Colleges
- Ability to lead and work with a team and participatory governance.
- Experience with computerized information and financial systems and their use in analysis and reporting.
- Experienced in managing general obligations, bond fund and construction projects.
- Knowledge of financial operations of a California Community College.
- Ability to develop positive and effective working relationships with such groups as a faculty senate, President, Administration, staff, students, governmental and community representatives.
- Knowledge of integrated planning and development of resources and facilities.

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate office equipment

Education and Experience

- Requires a Master's degree in business administration, finance management, accounting, public administration, or related field from an accredited college or university;
- Full-time administrative experience in accounting or fiscal affairs involving budget development and control in a K-12 or higher education setting.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethnic/racial backgrounds of community college students.

Licenses and Certificates

Valid CA Drivers license.