

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TITLE: ASSISTANT SUPERINTENDENT/VICE PRESIDENT, BUSINESS & FINANCIAL AFFAIRS
CLASSIFICATION: EXECUTIVE LEVEL - EDUCATIONAL ADMINISTRATOR
SALARY RANGE: \$150,839 – \$185,545/Annual

SCOPE OF DUTIES

The Assistant Superintendent/Vice President for Business & Financial Affairs (ASVPBFA) reports directly to the Superintendent/President, provides District-wide leadership, supervision and oversight for Business & Financial Affairs, including planning, all financial and accounting services, to include budget planning and development, business operations, and payroll; leads all facilities and auxiliary operations to include maintenance and operations, construction and bond management, bookstore, and food services operations. The ASVPBFA may serve as the Superintendent/President’s designee of the District in the absence of the Superintendent/President; supervises and evaluates the performance of assigned staff. The ASVPBFA is the chief business officer for the District.

DISTINGUISHING CHARACTERISTIC

Is a committed, dynamic administrative leader who embraces cultural competence, inclusive participation, and sets a management standard of leadership ensuring accurate and timely processes and procedures in support of student success and achievement. This leader is committed to transparency, accountability, and effective communication.

KEY DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide administrative leadership for the Business & Financial Affairs Division including oversight and direct involvement in assigned services and operations; plan and administer assigned services and functions, including business operations, auxiliary services, including food services and bookstore operations, and risk management activities, programs, and operations.
2. Administer and lead the District’s financial affairs in accordance with the State laws, Board policies, and administrative regulations.
3. Monitor all pertinent legislation, rules, regulations, and court decisions that may relate to Business and Financial Affairs functions; assume responsibility for interpretation of, and compliance with, Federal and State laws and regulations relating to Business and Financial Affairs.
4. Oversee the development and administration of the District’s annual budget.
5. Engage in long-range financial planning.
6. Serve as the financial agent of the District; assume responsibility for collecting and providing updated financial information as well as accounting for, safeguarding, and investing District funds.
7. Serve as the financial agent of the District; assume responsibility for collecting and providing updated financial information as well as accounting for, safeguarding, and investing District funds.
8. Serve as District Disbursing Officer.
9. Plan, organize, and direct all aspects of business related programs; assume responsibility for implementation, interpretation, revision, and evaluation of the District’s financial condition.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

Assistant Superintendent/Vice President, Business & Financial Affairs - *Continued*

10. Assist Superintendent/President in formulating the business policies to be recommended to the Governing Board.
11. Conduct financial analysis and prepares reports necessary for the effective management and operation of the District.
12. Prepare required and present reports for the State Chancellor's Office and Governing Board.
13. Maintain perpetual inventory of all properties of the District.
14. Plan and implement all annual audits.
15. Champion values of equity and excellence.
16. Perform and oversee special projects and duties as requested by the Superintendent/President; serve as potential on-site "in-charge" administrator during the President's absence.
17. Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions.
18. Develop annual budget recommendations according to established procedures; allocate, monitor, and control assigned program budgets and expenditures.
19. Implement the Educational and Facilities Master Plans, respectively; oversee the preparation of annual plans for the major units within the Business & Financial Affairs Division and evaluate the attainment of goals.
20. Provide equity-minded leadership and foster an inclusive working environment.
21. Serve as the college's liaison to the California Community College Chancellor's Office (CCCCO).
22. Chair or co-chair various college committees and councils; represent the college in the community; serve as needed on statewide committees and in professional organizations.
23. Provide leadership and direction for collective bargaining and contract administration activities; may serve on the District's negotiating team with faculty unions; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; ensure compliance with labor union contracts; and address faculty grievances.
24. Lead and supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions according to established procedures.
25. Review legislation affecting college business management and advises Superintendent/President.
26. Oversee the preparation of materials and reports for the Board of Trustees including Board Agenda items.
27. Represent the District at meetings, conferences, and workshops related to the management of Business and Financial Affairs functions.
28. Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Master's Degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrate equity-minded focus, responsiveness, and sensitivity, to and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.

DESIRED QUALIFICATIONS

A Certified Public Accountant (CPA), Masters of Business Administration, or earned doctorate from an accredited institution is desirable.

Three (3) years progressively responsible administrative experience including leadership and senior management experience.

The successful applicant will have a demonstrated and progressive track record in the administration of administrative services in higher education. This background should be evidenced by recent and proven experience, knowledge, and abilities in:

1. Operations, services, and activities of a Business and Financial Affairs Division.
2. Public business and financial administration theory, principles, and practices and their application to a wide variety of programs and procedures.
3. Principles and practices of program and project design, development, implementation, and administration.
4. Pertinent Federal, State, and local laws, codes, and regulations.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Prepare and present comprehensive, effective oral and written reports.
7. Provide leadership in the development and maintenance of an operational budget.
8. Methods and techniques of designing and implementing Business and Financial Affairs related programs and projects including technology programs and projects.
9. Experience working in a community college environment with education centers/extended sites and collegial consultation.
10. A proven track record of meeting the needs of culturally, ethnically, and economically diverse, faculty, students and staff.
11. Leading through a lens of equity and race consciousness.
12. Leadership in developing, implementing, supervising and evaluating relevant accounting, finance, facilities and risk management functions.
13. Leadership in developing and implementing enrollment management processes.
14. Developing and administering instructional program budgets, including external grant funding.
15. Applying local, state and federal regulations budget, financial, risk management, and facility affairs, including accreditation.
16. Working with college participatory governance groups in a collective bargaining environment.
17. Supervising, mentoring and evaluating classified professionals and administrators.
18. Advanced oral and written communication skills.
19. Interpersonal skills using tact, patience, and courtesy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Indoor office work environment
2. Driving to various locations inside and outside of the district.

Created: January 2019

Southwestern Community College District