

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **Management Class Specification**

### **DIRECTOR OF BUSINESS SERVICES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **MANAGEMENT RESPONSIBILITY**

This is a management position designated by the Board of Trustees of the Chabot - Las Positas Community College District. The incumbent is responsible for the satisfactory completion or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through reporting authority and by serving on district-wide management councils.

#### **GENERAL DESCRIPTION**

Under general direction, plan, organize, control and direct the Fiscal Services of the District including accounting, purchasing and warehouse services, budget and payroll; develop and administer the District's budget (accounting and financial reporting) activities; coordinate District investments; devise procedures, records and reports; prepare various financial reports; train, supervise and evaluate personnel in Director of Business Services office; and do related work as required. Direct responsibility is to the Vice Chancellor, Business Services.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.*

The Director of Business Services shall:

1. Plan, organize, control and direct the Fiscal Services of the District including accounting, budget and payroll; formulate, maintain and implement District accounting procedures; approve payments, budget transfers, journal entries, legal reports and other transactions as appropriate, manage the flow of office activities.
2. Coordinate the development of, and administer the District's annual budget; establish the budget calendar and publish budget process guidelines; participate with the Vice Chancellor, Business Services in the development of preliminary budget goals for the colleges and departments; approve proposed budgets from colleges and departments and incorporate into the overall budget.
3. Coordinate the purchase of District supplies, equipment, maintenance contracts, and related services; review of requisitions; research and select appropriate vendors for specific merchandise requested; obtain price quotations from vendors by telephone, fax and/or in writing, as necessary;

**Chabot-Las Positas Community College District**  
**Director of Business Services (Continued)**

4. Prepare specialized presentations and analyses for the Board's and management's strategic planning and negotiations processes; prepare multi-year financial projections, cash flow and financial analyses, revenue, expenditure, employee compensation and historical comparisons, cost/benefit analyses and others.
5. Serve as liaison with the District's independent auditors; oversee the annual independent audit; participate in audit committee meetings to determine scope of audits and review results; coordinate the audit calendar; discuss auditor concerns with appropriate administrators and approve management strategies to resolve findings; prepare related reports.
6. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
7. Provide technical expertise, information and assistance to the Vice Chancellor regarding assigned functions.
8. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
9. Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
10. Operate a computer including personal computer and mainframe applications and other office equipment as assigned.
11. Attend and conduct a variety of meetings as assigned; represent the District at various meetings; participate in conferences and workshops to maintain current knowledge in legislation, technology, standards and practices related to assigned activities.
12. Review proposed legislation for fiscal and other impacts on the District
13. Prepare periodic financial statements and annual financial reports, including opening and closing of all books of accounts.
14. Comply with relevant state, county and district laws, regulations and procedures.
15. Cooperate with members of the staff regarding budgetary appropriations and preparation of financial reports;
16. Assist in the preparation of reports relating to fund accounting of federal and state projects and grants.
17. Supervise the reconciliation of District funds with County Treasurer and bank accounts of auxiliary funds.
18. Maintain close liaison with ITS staff as related to accounting functions, including payroll, program budget accounting and inventory control.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Accounting and financial record keeping principles, procedures and methods as they pertain to governmental and K-12 and/or community college district accounting; generally accepted accounting principles and auditing standards; budget preparation and control; applicable laws, codes, regulations, policies and procedures; principles of business office management and staff supervision; ITS operation in relation to accounting applications.

**Chabot-Las Positas Community College District**  
***Director of Business Services (Continued)***

**Ability to:**

Coordinate and supervise the work of the accounting staff; compile and analyze difficult accounting data, including estimates and reports (both manual and ITS computations); prepare clear and accurate statements, financial reports and recommendations; develop and administer the District's budget; develop and maintain complex accounting, database, and spreadsheet models and systems; interpret, apply and explain rules, regulations, policies and procedures; operate a computer and assigned office equipment; meet schedules and time lines; exercise initiative and work independently; establish and maintain cooperative and effective working relationships and meet the public with courtesy and tact.

**MINIMUM EDUCATION & EXPERIENCE**

*Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education:**

Master's Degree in Business, Public Administration, or a related area required

**Experience:**

Five years required of related full-time responsible experience in business or public administration which preferably includes accounting, budgeting, organizational and technology planning, and related administrative functions.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

**APPOINTMENT**

The Director of Business Services shall be appointed by the Governing Board upon the recommendation of the Vice Chancellor, Business Services and District Chancellor