

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Vice President, Business Services

BASIC FUNCTION: Reporting to the College President, the Vice President, Business Services is responsible for maintaining effective and efficient administrative operations. The Vice President helps evaluate proposed new initiatives and guides long-term financial planning within the scope of the college's mission, vision and strategic plan.

A key member of the President's Cabinet, the Vice President works as part of a team to set the overall direction of the college. The Vice President consults with the members of the Cabinet on college-wide issues and works collaboratively to ensure that the college achieves its strategic and operational goals. The Vice President brings forward recommendations concerning college-wide cooperative ventures, construction projects and allocation of resources to the appropriate planning groups and to the President in a manner that demonstrates the College's commitment to shared governance.

The Vice President directs the activities of the business services functions with supervisory responsibility for financial and business services, budget preparation and management, contract administration, pre and post-award grant support, facilities and grounds, food service, bookstore, asset management, and campus safety.

SUPERVISORY RESPONSIBILITIES: Supervises and directs all assigned managers and staff.

REPRESENTATIVE DUTIES:

1. Actively participates as a member of the President's Cabinet and assists the President and other senior managers in achieving priority institutional goals and strategies identified in the college's Strategic Plan.
2. Oversees the development and implementation of the college's resource development activities, budget management, and prepares long-range financial planning models to assist with decision-making.
3. Oversees the creation and implementation of annual operational plans for the business services division of the college. Guides the activities of the business services leadership team and assists managers in achieving priority institutional goals and strategies; evaluates progress toward goals and strategies.
4. Is responsible for the systematic and routine assessment of all business services functions to measure and plan continuous improvement.
5. Serves as the college contact for state and federal agencies, district functions and local agencies in matters pertaining to college business service matters.
6. Develops and maintains financial & business services procedures capable of supporting the college operation, in accordance with sound financial management principles and local/state government regulations; ensures that the college's financial policies, procedures and activities meet the requirements of the accrediting body.
7. Oversees the development of an annual operating budget for the college and ensure that all administrators with budgetary responsibilities are provided regular status reports; report any deviations or potential problems to the President and recommend corrective action. Serves on the College and District Budget Advisory Councils, Resource Development and Administrative Services Leadership Council, and Strategic Planning Executive Council.

8. Provides periodic reports on the college's financial condition to the President and appropriate college committees.
9. Directs the activities of facilities maintenance, operation and use of all college physical plant and property, including leased facilities.
10. Participates in the development and submission of College grants and oversees the financial management of the grants to ensure that all grant activities are fully executed in accordance with applicable regulations and grant requirements.
11. Coordinates with DHR on college non-academic staff recruitment and employment processes, monitors and administers provisions of the collective bargaining agreements, and develops and implements personnel procedures in compliance with District policies.
12. Supports the professional development and training needs of employees in the business services division; makes recommendations regarding staff appointments, promotions, retention, salary action, and other personnel matters within the division.
13. Develops and maintains professional and community relationships to build understanding and commitment to College objectives among government and community representatives.
14. Maintains a safe and secure environment at all college locations; assists in the development and implementation of the College's Emergency Preparedness Plan and oversees regular emergency drills to ensure continuous improvement; develops a Business Continuity Plan which allows the College to continue operations and recover after an emergency situation.
15. In collaboration with the Chief of Police, provides direction to the college's police sergeant on police matters including parking management.
16. Ensures efficient central business services are in place to support the college operation, including telephone systems, mail, supply inventory, warehouse, bookstore, food service, vending, cashier, and duplicating & printing services.
17. Acts as the college's liaison to the District Office of Risk Management for insurance coverage, claim avoidance, and develops programs for detecting, reporting, and reducing hazards.
18. Acts as the college's liaison to the District Office of Facility Planning, Design, and Construction for planning, design, and construction of new or renovated facilities. Interviews and selects architects, construction management firms, and other construction related consultants as appropriate. Serves on design teams and keeps the college community well informed of construction and renovation projects.
19. Guides the implementation of the College's Facilities Master Plan and the annual and five year capital improvement plan.
20. Works closely with other areas of the college to ensure that physical space is used effectively and efficiently and consistent with applicable state regulations.
21. Participates in District-provided in-service training programs.
22. Maintains a friendly and supportive atmosphere for students, staff, faculty, and the public.
23. Carries out other duties and special assignments as requested by the college President.
24. Serves as an active member of the Management Association.
25. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
26. Performs other related responsibilities as may be assigned.

EDUCATION: A bachelor's degree from an accredited institution in business administration, accounting or related area is required. A master's degree from an accredited institution and/or a Certified Public Accountant's license is preferred.

EXPERIENCE: Five or more years of progressively responsible supervisory experience with demonstrated leadership capabilities in planning and managing the financial and physical resources of an organization and experience in developing and carrying out strategic initiatives. Administrative or supervisory experience in the following areas such as: budget preparation/management; facility construction, renovation, and maintenance; technical support operations; and auxiliary business services such as cashiering, food service, bookstore, vending, technical support services, and human resources. Business/financial experience in higher education is preferred, but not required.

LICENSES/CERTIFICATIONS REQUIRED: N/A

KNOWLEDGE OF: Administrative and business methods, practices, principles, procedures, laws and terminology; generally accepted accounting principles; governmental accounting standards; the *California Community College's Budget and Accounting Manual*; and use of computer applications in the management of business affairs. The goals of educational systems; facility construction, renovation and maintenance principles, auxiliary business functions; strategic planning principles; local, state and governmental regulations impacting business services; general knowledge of grant application procedures; community resources available to support college activities.

ABILITY TO: Exercise judgment and initiative; work independently; work under the pressure of recurrent deadlines within an environment of frequent interruptions; work effectively with faculty, administrators, staff, and representatives from outside organizations; and communicate effectively, both orally and in writing. Work cooperatively with labor unions; understand and participate in the implementation of a college emergency preparedness plan; work with risk management function on insurance matters; guide facilities master plan activities; monitor strategic planning activities.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS:

WORKING CONDITIONS:

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.