

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

**JOB TITLE:** Director, Business Services

**BASIC FUNCTION:** Under the direction of the Vice Chancellor of Business and Financial Services, provides leadership and vision maintaining the quality, administration and maintenance of the District's budget development, budget control, and purchasing operations.

**PROVIDES WORK OR LEAD DIRECTION TO:** Provides work direction and supervision to Budget Analysts, Purchasing Specialists and hourly staff.

**REPRESENTATIVE DUTIES:**

1. Assures appropriate budgetary management including planning, coordination and supervision over the District's budget development and budget control processes.
2. Provides leadership formulating and maintaining sound District budget practices, ensuring compliance with applicable statutes, regulations and District policies and procedures.
3. Develops and prepares the District's annual budget in accordance with District budget allocation principles and methodologies; in coordination with the college's budget development plans.
4. Performs comprehensive and complex budget analysis, projections and reporting and provides recommendations as appropriate to assure compliance with District financial goals and objectives.
5. Supervises maintenance of the District's position budget control system.
6. Maintains the District's chart of accounts in accordance with the California Community Colleges Chancellor's Office *Budget and Accounting Manual* and provides assistance and supervision during the District's year-end closing process and annual audits in coordination with the District's Controller.
7. Organizes, maintains and evaluates all purchasing procedures including receiving and processing of requisitions.
8. Prepares and directs the preparation of specifications, bids and quotations and analysis of same in coordination with District and college facilities personnel.
9. Approves purchase orders; recommends award of bids and contracts; conducts inquiries; interviews vendors and analyzes prices and market trends to establish and maintain optimal sources of supply.
10. Prepares bid awards, notices of completion, purchasing contracts, and the purchase order listing for presentation to the Board of Trustees.
11. Conducts periodic vendor procurement outreach activities related to construction projects.
12. Supervises the filing of records, correspondence, and receiving reports.
13. Establishes goals and objectives for assigned areas of responsibility in concert with the District's strategic plan and administrative program review.
14. Supervises and evaluates assigned staff.
15. Assists with and provides leadership handling sensitive transactions.
16. Through continued study and participation in local, regional and state activities, and in professional organizations, maintains an understanding of current ideas, trends, practices, laws and regulations pertaining to the areas of responsibility for this position.
17. Maintains familiarity with and adherence to, and assists the college community and general public in interpreting: generally accepted accounting principles; governmental accounting standards; Government Code; California Code of Regulations; Public Contract Bidding Regulations; UCCAP Regulations; Title V Regulations; Education Code; California Community Colleges Budget and Accounting Manual; and compliance with federal and state regulations.
18. Assists in interpreting college programs to the general public through community contacts and participation in local, regional and state activities.
19. Serves as a member of the Management Leadership Association.
20. 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.
21. Performs other related responsibilities as may be assigned.

**EDUCATION:** A bachelor's degree from an accredited institution in business administration, accounting, or other related field is required.

**EXPERIENCE:** Four years of progressively responsible experience in the area of business, or a related field, including a minimum of three years in an administrative or supervisory position is required, preferably with a community college or school district. Experience with computerized financial systems is required. Experience involving the following is preferred: budget management; financial analysis; financial reporting, forecasting and making projections; extensive experience in California Community College purchasing practices and business operations.

**LICENSES/CERTIFICATIONS:** None

**KNOWLEDGE OF:** Methods, principles, practices, terminology, and procedures of governmental and generally accepted accounting standards; preparing budget spreadsheets and reports with results of analytical information; methods utilizing statistical analysis for financial information gathering, projecting and reporting; the *California Community College's Budget and Accounting Manual*, Government Code, California Code of Regulations, Public Contract Bidding Regulations, UCCAP Regulations, Title V Regulations, Education Code; computer software applications, including Excel, Access and Word; the operation of business equipment, including computers, copiers, and calculators; English language and grammar

**ABILITY TO:** Provide leadership in the areas of budget development, budget monitoring and purchasing. Assist the Vice Chancellor of Business and Financial Services with budget forecasting and development; procurement standards development and maintenance; maintain effective working relationships throughout the District; effectively plan, organize and coordinate to oversee and evaluate a complex and diverse program of budgeting and purchasing functions; to reason and draw appropriate conclusions; communicate ideas and recommendations clearly and effectively both orally and in writing; to conduct research and analysis, identify trends and forecast needs; to perform day-to-day fiscal activities at all levels; to select, train, supervise, evaluate, motivate and lead staff members.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental, District and college staff, other California Community College staff, trade associations and groups; vendors; Riverside County Office of Education, and State and Federal agencies.

**WORKING CONDITIONS:** Normal office environment.

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.