

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Budget and Finance	Range: 30 (CL)	Management Schedule
Date Revised:	June 7, 2016	Date Approved:	
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the College President, perform a variety of responsible duties related to the financial management of a community college; plan, organize and direct the programs, operation and activities of administrative services including the functions of fiscal management, budgeting, Bursar operations, Food Services, Bookstore and Child Care; supervise and evaluate the performance of assigned staff.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plan, organize and direct the programs, operations and activities of Administrative Services including budget and fiscal management and various auxiliary services such as the Campus Bookstore, Food Services, Bursar operations and Child Care.
2.	Coordinate with College administrators and staff to develop educational budget plans for the annual College budget; administer the College budget in accordance with District policy; prepare and control the budget for Administrative Services.
3.	Perform varied and responsible duties involving financial analysis and management at a community college.
4.	Coordinate, direct and participate in the preparation, distribution and interpretation of financial statements and reports.
5.	Monitor cash balances and manage the short and long-term investment of monies collected in accordance with established policies and procedures.
6.	Perform accounting functions for a variety of assigned funds and accounts; review financial transactions and records to assure solvency and conformance to Generally Accepted Accounting Principles; monitor expenditures and other account activities.
7.	Analyze and review accounting procedures and processes; formulate and implement changes and revisions as needed to assure effective and efficient operations.
8.	Perform fiscal and administrative analyses to evaluate operational effectiveness; provide assistance and technical expertise to campus and District personnel as needed.
9.	Coordinate communication and activities with other College and District departments and personnel, vendors, community groups, governmental agencies and other outside organizations; coordinate programs as appropriate with representatives of other District colleges and sites.
10.	Supervise and evaluate personnel of assigned areas of responsibility; assist in the selection of personnel and make recommendations concerning discipline, promotion and termination.
11.	Develop and implement plans and policies to facilitate and improve the operations and programs of Administrative Services.
12.	Attend a variety of meetings as required; serve as representative of Administrative Services on committees at the College, District and community; participate on a variety of special projects as assigned.

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14.	Sensitivity to an understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Budget and Finance may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Director, Budget and Finance maintains frequent contact with School of Continuing Education and District administration, faculty and staff.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Possession of a master's degree in education, nursing, or vocational field;

Management experience in postsecondary education;

Experience with educational program development and administration;

Teaching experience in a community college or continuing education environment;

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of state education code and requirements including Title 5  
Knowledge of research project policies, procedures and practices, including data collection and analysis  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping procedures  
Knowledge of budget preparation and maintenance  
Knowledge of appropriate software and databases  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to assess, analyze, implement and evaluate research project activities  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

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