

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice Chancellor, Finance and Facilities	Range:	Executive Officers Schedule
Date Revised:	July 2009	Date Approved:	

PRIMARY PURPOSE

Under the general direction of the Chancellor, lead, plan, manage and evaluate the District's business systems and processes, including budget development and control, accounting, payroll, and purchasing. The Vice Chancellor of Finance and Facilities is accountable for the fiscal stability of the District, facilities planning and management, risk management, and other related functions.

ESSENTIAL FUNCTIONS

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

1.	Develop short-range and long-range fiscal management plans that sustain the financial health and stability of the District.
2.	Assume primary responsibility for revenue forecasting, planning, and allocation of District resources.
3.	Develop the annual District budget and oversee the administration of the budget; monitor District expenditures to ensure compliance with federal, state, and local agency requirements.
4.	Oversee the organization, administration, integrated financial systems, and effective operation of the District's business office; coordinate the District's independent audit program.
5.	Direct the planning and administration of District-wide facilities in cooperation with designated college personnel; is responsible for the appraisal, control, and sale of District property.
6.	Administer the District's capital construction projects.
7.	Direct the administration of the District's risk management programs and purchasing services; process claims and lawsuits against and for the District; assure proper execution of agreements for contracted services.
8.	Supervise purchasing of supplies and equipment, as well as the various functions of payroll, accounts payable, and receivable.
9.	Advise the Chancellor regarding the business, financial, and facilities needs of the District.
10.	Prepare reports, correspondence and Board of Trustee agenda items on business matters, functions and projects, and makes necessary presentations.
11.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
12.	Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the students served by the District.
13.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Perform related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Vice Chancellor of Finance and Facilities maintains frequent contact with college and District administrators, faculty and staff, consultants and vendors, and the community.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a bachelor's or advanced degree from an accredited institution in finance, accounting, business administration, or related field.

Desirable Qualifications

Possession of a master's degree from an accredited institution preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic business theories, principles and practices; funding accounting and risk management
Demonstrated experience with budget development practices and internal cost control procedures
Substantial leadership and fiscal management experience in administering public education funding and budgeting, preferably in a higher education environment
Knowledge of facilities construction practices and public financing, community college experience preferred
Knowledge of District organization, operations, policies and objectives
Knowledge of California 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 laws, 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

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

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