



## Executive Vice Chancellor

### Executive Leadership Range: 5

Board Approved: 04/12/18 P. 1|4

*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; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

---

Under general direction of the Chancellor, plans organizes, directs and develops strategies for administrative services of the San Bernardino Community College District (District) including, but not limited to, financial planning, budgeting, accounting, payroll, auditing, purchasing, contracts, facilities, risk management, human resources, environmental health and safety, energy administration, legal affairs and compliance, and general administration and advises District management on business, financial matters, employee relations, and the effective utilization of resources.

### **REPRESENTATIVE DUTIES**

---

*Duties may include, but are not limited to, the following:*

1. Assists in directing the overall operation and general administration of the District in accordance with Board policies and procedures.
2. Develops strategic business, personnel, financial and budget plans.
3. Directs the design and implementation of strategies, procedures, and systems for District-wide business, personnel, and financial activities.
4. Assists in maintaining a file of current laws, regulations and legal opinions applicable to the administration and operation of the college district.
5. Directs the development and administration of the District budget; and recommends an annual budget to the Chancellor and the Board.
6. Directs internal and external audits of the District's operations.
7. Directs and oversees the District's Human Resources, Employee Relations and Risk Management programs.
8. Directs the planning, design and construction of the District's facilities and capital improvement projects, including voter-approved construction bond programs.
9. Directs and oversees the District's Employee Health & Safety and Energy Administration programs.
10. Directs the preparation of all federal, state and other special claims or reports.
11. Provides leadership and assistance to District and college managers on business, financial, human resources and facilities management issues.
12. Analyzes business, fiscal and facilities legislation affecting the District, and makes related recommendations to the Chancellor and District managers.
13. Prepares and presents reports and agenda items for SBCCD Board of Trustees relating to all aspects of the District's human resources program.



## Executive Vice Chancellor

### Executive Leadership Range: 5

Board Approved: 04/12/18 P. 2|4

14. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
15. Oversees the preparation of reports and special studies to assist District management and the Board in the formulation or modification of strategies, policies and programs.
16. Develops strategies and provides leadership and assistance for in-service training.
17. Performs other duties as assigned.

### **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:**

- Policies, procedures, principles, and practices used in professional budgeting, purchasing, accounting, and auditing work – especially as same pertains to governmental and college district operations.
- Principles of California accounting and reporting requirements.
- Principles and practices of personnel administration and applicable laws, rules, codes and regulations.
- Principles, trends, methods, strategies, and procedures pertaining to human resource management, labor relations, equal opportunity, liability, and staff development systems and programs.
- Principles of California Community College finance.
- Modern data management, storage and retrieval systems.
- Legal mandates, Governing Board policies, operational procedures and guidelines appropriate to the policies, procedures, principles and practices used in facilities and construction management; contract management and risk management.
- Business applications of data processing.
- Business office management, strategic planning and financial planning, investment management, budgeting and accounting principles and practices.
- Leadership, supervision and training principles.
- Design and development of financial systems and management.

#### **Ability to:**

- Plan, direct, coordinate and control all activities of the fiscal services and human resources staff; supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.
- Assemble, analyze, and interpret data, and make appropriate recommendations for fiscal human resources and budget actions.
- Interpret State, County and District policies, legal documents, reports, and legislation.
- Speak and write effectively; prepare and present written and oral reports.
- Develop and sustain interpersonal skills to relate to District staff, State and local officials, and vendors.
- Demonstrate effective time management and organizational skills.



## Executive Vice Chancellor

### Executive Leadership Range: 5

Board Approved: 04/12/18 P. 3|4

- Provide leadership based on ethics and principles as they relate to the functions and operations of the assigned area.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lead, manage, supervise, train and evaluate staff.

#### **Education and Experience Guidelines**

##### **Education/Training:**

A Master's Degree in accounting, or business administration, public administration, organizational development or a related field.

##### **Experience:**

1. A minimum of four (4) years of increasingly responsible experience in general accounting, budget development, auditing, financial systems design, and facilities planning and development, or Human Resources, including two (2) years at a managerial level, preferably in a college or governmental setting.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the community, and community college students and employees, including those with physical or learning disabilities.

##### **Preferred Qualifications:**

1. Demonstrated knowledge of community college funding finance in California.
2. Doctorate from an accredited institute of higher education.
3. Experience working in an educational institution preferably a community college.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

---

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

##### **Environment:**

Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

##### **Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



## **Executive Vice Chancellor**

### **Executive Leadership Range: 5**

Board Approved: 04/12/18 P. 4|4

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

#### **Hearing:**

Hear in the normal audio range with or without correction.