



# VICE CHANCELLOR BUSINESS SERVICES



CALL FOR APPLICATIONS

Rancho Santiago Community College District • 2323 N. Broadway • Santa Ana, CA 92706

**RSCCD Board of Trustees:** Dr. Tina Arias Miller • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado • Sal Tinajero • Phillip E. Yarbrough • Mariano Cuellar, Student Trustee **RSCCD Chancellor:** Marvin Martinez





## VICE CHANCELLOR, BUSINESS SERVICES JOB DESCRIPTION

### GENERAL RESPONSIBILITIES

The Vice Chancellor of Business Operations/Fiscal Services serves as the District's Chief Business Official to plan, develop, organize, coordinate, administer, review and evaluate comprehensive District-wide fiscal services including budget preparation and administration, accounting, payroll, risk management, security, facilities planning, construction, investments, and capital financing, purchasing, and warehousing, including contracting, fixed asset inventory control and mail delivery and courier services; ensure timely and accurate submission of all District financial reports, including the annual financial audit and adopted budget; ensure the development, implementation and adherence of Board policies related to business services; ensure compliance with State and federal laws, District policies and collective bargaining agreements; train, supervise and evaluate the performance of assigned personnel and perform other duties and assume other responsibilities as assigned by the Chancellor and Board of Trustees.

### SPECIFIC RESPONSIBILITIES

Serves as the Chief Business Official of the District and an advisor and resource to the Chancellor regarding fiscal services, facilities planning/management and purchasing and other related matters; assists the Chancellor in formulating the business policies to be recommended to the Board of Trustees; and serves as a member of the Chancellor's Executive Council.

Directs the preparation and implementation of the annual budget and a long-range fiscal plan for the District. Responsible for developing maintaining legal and proper procedures for all fiscal services of the District. Responsible for the fiscal integrity of the district and the proper expenditures of all district funds. Responsible for the efficient, effective and proper accounting functions of the District. Identifies and pursues opportunities to maximize state and local funding.

Plans, organizes, coordinates, administers and evaluates the District's business services programs and services in compliance with State and federal laws, collective bargaining agreements and established goals and objectives of the District; develop guidelines and processes to facilitate the timely completion and distribution of financial and other business-related records and reports.

Directs the fiscal implementation and monitoring of provisions of collective bargaining agreements; ensures the development and promotion of accurate fiscal practices necessary to maintain positive employer-employee relations and a high level of employee morale related to implementing negotiated agreements.

Directs facility planning and construction activities including new construction, renovations and the maintenance of district facilities and equipment.

Directs all security, grounds and custodial services, and responsible for the quality and quantity of such services.

Attends all meetings of the Board of Trustees to represent business services, presents information and responds to

### DISTRICT OVERVIEW

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. The District, encompassing a service area of several major communities, including Santa Ana, Orange, and Anaheim Hills, has a population of over 700,000 residents, representing approximately 25 percent of Orange County's total area. A bond measure approved in 2012 allocated \$198 million to the District in the effort to renovate and construct several facilities, particularly for Santa Ana College, including the campus' Johnson Student Center. Analyzing its impact on the total District economy in early 2020, RSCCD found that its complete operations spending for the previous year amounted to \$276 million, translating to the support of nearly 3,100 jobs in the area.

What the District provides students every year is the ability to enhance their personal and professional lives in innumerable ways. In 2018 alone, the District awarded 4,500 associate degrees and 11,500 certifications to students across its two colleges. RSCCD also worked with 3,500 students in the same year to achieve transfer credits to the University of California and California State University systems through successful pathways programming. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

### MISSION STATEMENT

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



questions as designated by the Chancellor; participates on committees, task forces and work groups; coordinates business services functions with employee benefits, human resources, information technology systems and other District functions as required.

Trains, guides, supervises, supports and evaluate the performance of assigned personnel; delegates and reviews assignments and projects; establishes and monitors timelines and prioritizes work; establishes clear expectations for effective performance of business services functions; evaluates work products and results; interviews, selects and recommends hiring of employees; recommends transfers, reassignment, termination and disciplinary action; motivates staff and resolves conflicts within business services.

Reviews, analyzes and evaluates pending legislation, legal mandates, regulations, and guidelines which may affect the District's business programs, functions, and activities; anticipates and identifies legal issues and advises administration in the development of strategies for resolution; confers with legal counsel as appropriate; maintains current knowledge of laws, trends, policies, procedures and practices used in business services in a public community college district.

Perform other related duties as assigned.

## **EDUCATION AND EXPERIENCE**

### **EDUCATION**

Possession of a Master's degree from an accredited college or university in business or finance or related field is required.

### **EXPERIENCE**

District-wide business services management programs, such as accounting, budgeting, payroll, facilities planning/management, purchasing, risk management, warehousing, inventory control, and at least three years in an administrative business services capacity in a public sector setting.

Experience in performing work as described above in a California public education environment is highly desirable.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as the needs of individuals with disabilities.

### **POSITION REQUIRES KNOWLEDGE OF:**

- Principles and practices of community college administration.
- Principles and practices of business services management and collective bargaining in the public sector.
- Principles of contract administration.
- Principles, trends, methods, strategies and procedures pertaining to business services programs.
- Principles and practices of training, supervision and performance evaluation.
- District and college organization, operations, policies and objectives.
- State and federal laws, codes and regulations related to business administration of a public education agency, including the California Education Code and the California Government Code.

- District policies, operational procedures and guidelines applicable to the administration of a comprehensive public sector business services program.
- Business services information systems functions and operations.
- Negotiation techniques and public sector collective bargaining processes.
- Progressive discipline procedures and documentation.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and diplomacy.

### **POSITION REQUIRES ABILITY TO:**

- Plan, develop, organize, coordinate, administer, monitor, control and evaluate a wide variety of District business services functions and administrative services, operations, programs and activities.
- Provide leadership in assigned business services areas.
- Participate in negotiating collective bargaining agreements.
- Develop and administer policies and procedures for business services.
- Work cooperatively with Information Technology personnel to develop sound information and reporting systems and procedures related to business services
- Interpret, apply and explain complex District policies, legal requirements and negotiated agreements.
- Make effective public presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
- Assure the preparation, maintenance and retention of personnel files and data.
- Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
- Prepare and administer budgets for assigned program areas.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Collect, compile and analyze data.
- Prepare and present reports and recommendations.
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- Plan and organize work.
- Operate computer and applications software, including database management, spreadsheet, word processing and software related to business services.
- Exercise initiative and work independently with minimum administrative direction.



## APPLICATION PROCESS

This is a confidential search process. To ensure full consideration, application materials should be received no later than March 26, 2021.

To apply go to [www.rscdd.edu/VCBusinessServices](http://www.rscdd.edu/VCBusinessServices) and upload your documents.

Candidates will need to have the following information or materials available to complete the application:

1. Complete an electronic application form.
2. Submit a letter of application, three pages or less citing specific examples from his/her experience that demonstrate the knowledge, skills and ideal characteristics necessary for this position.
3. Submit a current resume.
4. Submit eight references from current or former employment settings. References should include: two supervisors, two direct reports, two employee group leaders, and two peer administrators. The following information for each reference must include: name, title, relationship with the applicant, address, preferred phone and email contacts. Any references in addition to the required eight will be disregarded. Note that references will only be contacted for finalists, along with any other individuals able to assess the applicant's suitability for the position, as identified by those assigned to conduct background investigations.

For additional information, nominations or confidential inquiries please contact:

Team Leader – **Guy Lease, Ed.D.**

(530) 307-9765 / [glease@pplpros.com](mailto:glease@pplpros.com)

Senior Associate – **Bob Miller, D.P.A.**

(626) 483-8544 / [rmiller@tournamentofroses.com](mailto:rmiller@tournamentofroses.com)

## HIRING TIMELINE

It is anticipated that screening activities will be conducted as follows:

- **Week of March 29:** Screening begins
- **Week of May 3:** Initial Interviews
- **Week of May 31:** Final Interviews with Chancellor Marvin Martinez
- **July 1:** New Vice Chancellor of Business Services assumes office

All inquiries, nominations and applications will be held in strict confidence. Travel reimbursement is available to those meeting established district criteria.

RSCCD is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

