

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE CHANCELLOR/BUSINESS OPERATIONS AND FISCAL SERVICES**

GENERAL RESPONSIBILITIES

Overall responsibility to the Chancellor for the leadership and administration of all aspects of the business operations and fiscal services of the District. Recommends and executes Board policy, rules and regulations of the district. Performs other duties as assigned by the Chancellor. This position is a classified employee positions.

SPECIFIC RESPONSIBILITIES

BUDGETING/FUNDING

Directly responsible to the Chancellor regarding the preparation and implementation of a fiscal plan for the District. Directly responsible for developing and maintaining legal and proper procedures for all fiscal services of the district. Directly responsible for the fiscal integrity of the district and the proper expenditures of all district funds. Directly responsible for the efficient, effective and proper accounting functions of the district. Identifies and pursues opportunities to maximize state and local funding.

FACILITIES

Directly responsible to the Chancellor regarding all facility planning and construction activities including new construction, renovations and maintenance. Directly responsible for the security and safety of all facilities and grounds.

MAINTENANCE OPERATIONS

Directly responsible to the Chancellor regarding all maintenance, grounds and custodial services, and for the quality and quantity of such services.

FISCAL/FINANCIAL OPERATIONS

Directly responsible to the Chancellor regarding all services related to accounting, purchasing, payroll, warehousing, parking, food services and vending, student accounting, records and record keeping, auxiliary operations and administrative information technologies.

OTHER

Directly responsible to the chancellor regarding contract management of district agreements. Directly responsible for district fiscal audits and state/federal mandated reports.

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(continued)**

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility to provide leadership to outside community organizations, and to participate in state, local, professional and district committees.

ESSENTIAL FUNCTIONS

- A. Evaluate, plan and provide to the Chancellor recommendations to maintain fiscal stability of the district.
- B. Communicate long and short range plans and district positions to community, faculty, staff and administrators; gain consensus and support for plans, goals and objective.
- C. Responsible on a day-to-day basis for directing, planning and administering all business operations and fiscal services for a public agency.
- D. Responsible for the proper supervision and evaluation of all employee who report to this position.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a Master's degree in business, economics, management, public administration or equivalent; and substantial experience in areas of business operations and fiscal services for a public agency.

Required Skills: Substantial ability to plan, organize, supervise and direct business operations and fiscal services for a public agency.

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