



## **West Valley - Mission**

Community College District

### **CLASS SPECIFICATION**

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## **VICE CHANCELLOR, FINANCE & ADMINISTRATION**

Executive Management Position (Exempt Status)

Executive Salary Schedule

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### **DEFINITION**

To serve as an executive officer and to be responsible for the operation of a major district-wide function; to administer and manage the finance and general services functions and participate in district policy making; and to provide highly responsible and complex administrative support to the Chancellor.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives executive direction from the Chancellor.

Exercises direct supervision over assigned management, professional, technical, and administrative support staff.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop, plan, and implement district-wide goals and objectives, policies and procedures relative to finance and general services functions, including accounting, budget, accounts payable, payroll, purchasing, contract services, risk management, shipping/receiving, and inventory management.

Coordinate finance and administration division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Board of Trustees; attend and chair district-wide committees and councils as directed by Board policies or the Chancellor.

Serve as the district's chief business officer.

Evaluate the financial impact of policy options to support the decision-making process; develop financial strategies; identify opportunities to help the district maintain and improve its financial position.

Assure proper accounting and auditing of district funds; assure that contracted services are negotiated, monitored, and administered in compliance with legal requirements; assure cost-effective procurement

of goods and services within policy guidelines and legal requirements; assure preparation of complex bid specifications and development of award criteria; assure proper oversight and administration of bond issuance, bond funds and investments.

Provide leadership for risk management as it relates to finance, contracts and insurance.

Assure effective coordination, development and preparation of the district annual budget; provide reports, statistical and financial data as required to provide budget status information and support in new budget preparation; provide budget assumptions and develop revenue projections.

Supervise and provide leadership for the development and administration of the advancement foundation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; review all bank account and investment statements.

Represent the district at state and national meetings and conferences dealing with budget and financial issues.

Assist with collective bargaining, prepare proposals, and provide fiscal guidance in negotiations and settlements.

Exercise highest-level oversight of division and/or department budgets; participate in assessing, planning, and implementing capital projects funded by bond measures; participate in the preparation of state and federal grant applications.

Review and evaluate effectiveness of assigned staff, programs, and services; oversee recommendations for the selection of staff.

Participate as a member of the Chancellor's executive management team for the district.

Attend board meetings and make oral presentations; confer with college administrators and members of executive staff regarding board agenda items and management issues involving programs and services of the district, including recommendations for new or revised policies and procedures.

Represent the district or division to other educational institutions, outside groups and organizations; participate in outside community and professional groups and committees.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles and practices of business/financial management and public administration.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

### Ability to:

Plan, direct, and control the administration and operations of the finance and administration division.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development and supports high levels of student achievement.

Prepare and administer budgets.

Develop and implement policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, explain, and apply state and federal laws and regulations, and district and division policies, procedures, rules, and regulations.

Select, supervise, train, counsel, discipline, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Eight years of increasingly responsible experience in financial management, budget and accounting, including four years of administrative and management responsibility.

#### **Education:**

Equivalent to a Master's degree from an accredited college or university with major course work in finance, accounting, business, public administration, or a related field.

### **License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: August 9, 2023*