

PERALTA COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT JOB DESCRIPTION
BUDGET DIRECTOR for Workforce Development and Continuing Education

Grant Funded Position
(Management Salary Range 2)
Job Code: 760

CLASS PURPOSE

This position reports directly to the Associate Vice Chancellor of Workforce Development and Continuing Education and works collaboratively with the District Budget Director and Directors on fiscal matters.

Under the general direction of the Associate Vice Chancellor, the Budget Director is responsible for the administration and supervision of the Workforce Development and Continuing Education grants. The Budget Director monitors the department's daily business and financial operations and is responsible for providing support for budget development and oversight of the execution of the annual final budget for Workforce Development and Continuing Education.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily.

- Coordinates the development of the Workforce Development and Continuing Education (WDCE) budget, overseeing the technical implementation of the budget process; assists in the development, maintenance and analysis of the allocation formula or other calculations utilized in the allocation of funds within the WDCE unit.
- Meets regularly with the college Director of Business and Administrative Services and makes recommendations on matters of WDCE's budget development, implementation and administration.
- Works collaboratively with the District Budget Director to ensure fiscal and reporting monitoring and compliance.
- Monitors changes in State, Federal & private funding and grants formulas and regulations and applicable effects upon WDCE's budget.
- Makes recommendations for improved budget development, control, analysis, and allocation of resources. Provides leadership and assistance in the preparation and expenditures of WDCE's annual operating budget.
- Develops and establishes WDCE budget calendar. Assists the WDCE negotiating team by providing budget related analysis.
- Coordinates financial processes, such as electronic approvals of budget and expenditure journals, system security, creation of various journal types and detail codes.
- Maintains historical and current materials related to the WDCE budget as well as the funding and allocation formulas. Assists with the coordination of fiscal year end closing activities in conjunction with budget development activities.

Job Description: Budget Director/WDCE

- Represents the WDCE in local, state, and national organizations as well as in local workforce and economic development activities. Serves as a representative of Continuing Education, Training and Workforce Development at activities and meetings of both internal and external groups, as appropriate.
- Serves on WDCE budget-related committees.
- Directs and oversees the engagement and expenditures of contracts to maintain consistency with appropriation and budget allocation.
- Uses a variety of spreadsheet and other data access tools to analyze complex statistical, financial, and other data in order to research, analyze and prepare budget and financial data related to WDCE budget status; budget information and prepare a variety of reports, identifies and analyzes significant budget to actual variances.
- Responsible for coordinating and submitting information related to the District audit.
- Performs other duties as assigned by the Associate Vice Chancellor for Workforce Development and Continuing Education.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles (GAAP), practices and methods, including knowledge of governmental accounting.
- Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Knowledge and experience in public finance and business administration.
- Experience in, knowledge of or the ability to understand the following:
 - The relationship and interaction of a community college and various community special interest groups.
 - The technicalities of budgeting and the relationship of finance to the District operation in a multi-campus district.
 - The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.
- Commitment to participatory governance.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in business or finance with a major concentration in accounting or related field. Two years of related employment experience may equate to one year of full time education.
2. Three (3) years of comprehensive and increasingly responsible experience in budget and accounting or finance administration or a related field.
3. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- A Master's Degree from an accredited college or university in business, accounting or a related field, or a C.P.A. license.
- Evidence of the ability to work effectively as a team member with top level management.
- Evidence of a successful working relationship with managers, faculty, staff, students and members of the community.
- Effective communication and conflict resolution skills.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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