

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR OF BUSINESS AND ADMINISTRATIVE SERVICES

Management Salary Range 3

Job Code: 658

CLASS PURPOSE

Under the general direction of the College President and in support of a student-centered environment, the Director of Business and Administrative Services shall be responsible for planning, organization, implementation, and evaluation of all areas assigned to the Administrative Services unit including: budget development, fiscal operations, fiscal accountability, facilities management, campus security, student cashiering, business office, custodial, food services, grounds, custodial, and other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- In consultation with the President and other administrators, prepares the annual budget for the College and establishes control programs and systems to assure compliance with allocations. Prepares revisions to the budget as required.
- Develops and provides periodic budget reports and financial projections to management staff.
- Formulates campus business policies ensuring compliance with applicable statutes, regulations, internal accounting, purchasing, payroll and fiscal reporting policies and procedures.
- Advises campus community of changes to finance office rules.
- Consults with the District Director of Physical Plant and other appropriate officials regarding the overall maintenance and operation functions of the college's physical plant and property including leased facilities, to assure optimum availability and utility of facilities.
- Oversees the work of college custodial staff.
- Oversees the work of the department and directs fiscal and general business activities, including custodial services, time sheets, requisitions, duplicating services, telephone and switchboard operations, cash collection and disbursement of funds.
- Consistent with District policies, procedures and union agreements, establishes and supervises college activities related to records maintenance, selection, evaluation, discipline and grievance processing for classified personnel.
- Provides direction and support services for facilities planning, including expansion, design and modification of existing facilities and construction of new facilities.

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- Develops, manages and evaluates procedures and plans regarding community and campus groups use of college facilities.
- Works with budgetary units, college budget advisory committee, campus leaders and appropriate planning committees in the development of the college budget within district policies, regulations, formulas and consistent with college planning.
- Recommends and monitors achievement of the appropriate reserve levels within the budget to address long-term needs and year-to-year carryover.
- Coordinates with district officials in the oversight of the college/district food services program contract and works directly with the vendor partner to assure the success of the program for the college.
- Provides leadership in the effort to ensure diversity and cultural inclusiveness in the administrative services functions of the college.
- Oversees the development of, and adherence to, the College Facilities Master Plan.
- Serves as primary fiscal resource to college planning committees for individual building projects.
- Serves on the college Facilities and Planning Committee.
- Serves on College Council
- Provides institutional support for health and safety programs and committees and acts as chair of College health and safety committees.
- Serves as primary fiscal resource person for College management of grant agreements and other external financial and service relationships.
- Acts as liaison between the College and District Administrative and Financial Services Offices and advises in the development of District policy, administrative procedures and appropriate regulations.
- Maintains campus equipment inventory control records in coordination with District records and procedures.
- Serves on the President's Executive Council and college governance committees; participates in the development of policies and goals.
- Performs others duties as assigned by the College President.

MINIMUM QUALIFICATIONS

1. A Bachelor's Degree from an accredited college or university in business, accounting or a related field and three (3) years of experience in business administration, including accounting, purchasing, budget planning and management.
2. 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.
3. Knowledge of public finance and business administration.

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4. Evidence of the ability to work effectively as a team member with top-level management.
5. Evidence of successful working relationship with employees, managers, administrators and members of the community.
6. 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.
 - California Community College System, including the system's financial accounting requirements.
7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

A Master's Degree from an accredited college or university in business, accounting or a related field.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other 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.

Revised: 6-18-13