



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

FACILITIES/PUBLIC SAFETY BUSINESS MANAGER

A Classified Supervisory Position (Exempt)
Grade 192E – Salary Schedule 35

A. General Statement

Under the general direction of the Vice Chancellor of Facilities Planning, Maintenance & Operations, the Facilities/Public Safety Business Manager conducts professional operational support work involving facilities planning, capital construction, renovation, scheduling, and maintenance research projects, as well as coordination of a wide variety of complex analytical projects and assignments for the District service area. Under direction, the employee researches, evaluates, analyzes, formats data and makes recommendations for the initiation, modification and implementation of a variety of organizational programs and services. Public contact is extensive and involves staff at various levels within the organization, legal counsel, other educational institutions, governmental, funding and compliance agencies, students and the general public, for the purpose of exchanging technical, public relations and other information. A high degree of independent judgment and creativity are required to select and analyze data in order to draw conclusions, and resolve a variety of minor and potentially major problems that occur. Consequences of errors in judgment can be costly in employee safety, time, public relations and/or institution funding; however, administrative and policy controls limit the risk of serious consequences. A Facilities/Public Safety Business Officer can supervise the work of paraprofessional, clerical and other staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with District staff, students, legal counsel, auditors, vendors, contractors, outside organizations, governmental and compliance agencies, community and business representatives, and other jurisdictions, concerning policies and procedures related to Facilities Planning, Maintenance & Operations, Public Safety and capital construction finance, budget development, payroll, contracts, audits, reports and other matters
2. Confers with senior management staff to strategically plan finance and budget projections, expenditures, long-range goals, compliance and reporting requirements, use of facilities, staffing needs, grant applications and procedures, and a variety of other college business services
3. Drives a motor vehicle to off-site locations to attend meetings, workshops and other events and exchange current information about college business and related operations
4. Makes presentations to senior management and other groups concerning fiscal, business and operational matters

5. Trains, supervises and evaluates the work of Facilities & Public Safety staff in a variety of administrative and financial services functions
6. Makes recommendations for staffing, timelines and workflow; plans, implements and evaluates training, orientation and related activities for staff on topics such as budget planning and prioritization, budget development, expenditure/cost control, uses of a database, report formatting, State Chancellor's Office applications and other subjects
7. Meets with and coordinates departmental and other staff in planning tasks, timelines, procedures and other facets of special and regular projects, and reports
8. Conceptualizes, researches, analyzes, studies, surveys, compiles and communicates legal, contractual, financial, statistical, and other data for the completion of special and regular reports, Board Reports, surveys, presentations, collective bargaining activities, grievances, and other matters
9. Researches, plans, writes, submits, evaluates and manages applications for outside funding, including grants and other categorical funding sources
10. Tracks and monitors funding requirements, reviews and timelines of various grant applications and other requested funding
11. Reviews, edits and audits forms, applications, fiscal and other reports, evaluations, contracts, agreements, requests for services, and other materials for accuracy and timeliness
12. Uses a variety of spreadsheet, database, project management, and other software to analyze complex statistical, financial and other data in order to draw conclusions, develop proposals and to test probabilities
13. Sets up and maintains database and other online resources of data
14. Provides input into the development and modification of online data formats and record keeping
15. Prepares special and regular reports on data collected and statistically-validates a variety of survey tools and other research instruments and research data
16. Makes recommendations for communication and use of research results
17. Sets up, maintains and retrieves file data related to budget history, operational and fiscal trends, expenditure projections, audit recommendations, grants, funding agencies, and other information
18. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in accounting, business administration, finance or a closely related field (MBA preferred)
2. Successful work experience of increasing responsibility that has included fund accounting; financial analysis and reporting; and project budgeting, planning, and design
3. Experience in the coordination of workloads with people at various levels within an organization
4. Skill in complex data research, analysis and reporting
5. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
6. Skill in project planning, implementation, and evaluation
7. Extensive public contact with people of diverse cultures, language groups and abilities
8. Demonstrated skills in written and oral communication, including public speaking and persuasive communication
9. Skill training, directing, supervising, and evaluating the work of others

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires attention to detail; multi-tasking; work under deadline pressures; visual comparison; detailed mathematical and other data analysis to draw conclusions; public speaking to small and

large groups; patience, tact, flexibility, adaptability; driving a motor vehicle to off-site locations; and manual dexterity; in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the goals, objectives, and business linkages of the college to District fiscal and business policies and procedures
2. Knowledge of basic accounting, finance and budgeting principles and practices, including fund accounting
3. Knowledge of the techniques of budget planning, monitoring, compliance, assessment and reporting
4. Skill in supervising and evaluating the work of others
5. Skill in research, compiling data for, formatting and effectively presenting complex data for a variety of audiences
6. Skill in use of a variety of computer software to enter, format and present complex financial, statistical and other data
7. Skill in oral communication, including public speaking
8. Skill in written communication
9. Skill in communicating effectively with people at various levels within an organization
10. Skill in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups and abilities
11. Skill in establishing and maintaining efficient and effective work teams
12. Ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines

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