



Cañada College • College of San Mateo • Skyline College

GENERIC POSITION DESCRIPTION

EXECUTIVE VICE CHANCELLOR FOR ADMINISTRATIVE SERVICES

An Executive Position (Exempt Status)
Salary Schedule 10 – Grade EC

A. General Statement

The Executive Vice Chancellor for Administrative Services is responsible to the Chancellor and serves as chief business and administrative officer of the District. The Executive Vice Chancellor is responsible for the development of strategic financial plans that sustains the fiscal health and stability of the District. In addition, this position assumes primary responsibility for revenue forecasting, budget development, planning, and allocation of financial resources for the institution. Additionally, this position serves as District administrator for centralized business and administrative services as finance, human resources and information technology.

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. Confer with Chancellor and Board of Trustees to strategically-plan policies that assure District stability and sound fiscal management
2. Represent the District as chief business and administrative officer at government, business and community meetings and events
3. Research, analyze, recommend and implement new and modified investment management activities and strategies
4. Provide direct supervision of the Chief Financial Officer, Chief Human Resources Officer and Chief Technology Officer
5. Monitor District expenditures to assure that fiscal activities comply with Federal, State and local agency requirements
6. Provide direction to the District finance department, through the Chief Financial Officer, and make recommendations to and assist the Chancellor in the formation and implementation of policies, procedures and programs relating to budgeting, accounting, payroll, purchasing, contracting, auditing, and general fiscal management
7. Provide direction to the District human resources department, through the Chief Human Resources Officer, and make recommendations to and assist the Chancellor in the formation and implementation of policies, procedures and programs relating to human resources, employee relations, labor relations, compliance, diversity, and equal employment

8. Provide direction to the District information technology department, through the Chief Technology Officer, and make recommendations to and assist the Chancellor in the formation and implementation of policies, procedures and programs relating to information technology systems, data management, technology infrastructure, data privacy and security
9. Direct, coordinate and evaluate the work of administrative and other department staff
10. Direct and manage grants and investments, bond activities and public/private ventures ensuring informed, responsible decision-making that focuses on appropriate return on investment
11. Review and have signature authority for District contracts and grants
12. Coordinate annual audit and special audits; direct internal audit activities for all areas related to fiscal and business affairs
13. Serve on management councils and other District committees
14. Represent the District on statewide and national policy committees
15. Perform other duties as assigned by the Chancellor

C. Requirements

1. Master's degree from an accredited institution in Accounting, Business Administration, Public Administration or a closely related field OR combination of related professional experience
2. Five years of increasingly responsible experience at the senior executive leadership level in higher education, which include experience with various functional areas such as finance, human resources and information technology and the ability to apply to public education, or a combination of public education and public sector (i.e. government) experience
3. Experience with integrated systems that advance the operations of a complex organization
4. Skills which demonstrate a leadership style that is responsive, accessible, creative, collaborative, productive, outcome oriented, and committed to collegial relations
5. Demonstrated skills in sensitive, respectful and effective communications with people who are diverse in their cultures, language groups and abilities
6. Experience developing long-term operating strategies to fund enrollment growth, educational programs, and facilities
7. Ability to develop positive and effective working relationships with such groups as the Board of Trustees, the Chancellor, College Presidents, District leadership teams, faculty, staff, students, and governmental and community representatives
8. Knowledge of and/or experience with federal regulations, Title 5/Education Code, California regulatory agencies, accreditation requirements, and collective bargaining practices

D. Knowledge, Skills & Abilities

1. Knowledge of the organization and management of fiscal services and operations, including budget development and control, accounting, employee benefits, payroll, contract and grant management, risk management, human resources, information technology and/or related functions
2. Knowledge of public policy issues as they relate to higher education
3. Skill in analyzing data and information from diverse sources to create comprehensive financial plans and to provide appropriate interpretation of Federal, State and local laws and regulations

4. Skill in the use of computerized information and financial systems and their use in financial analysis and reporting
5. Knowledge of integrated planning and development of fiscal, human and technology resources
6. Skill in respectful and sensitive communication with people who are diverse in their cultures, language groups and abilities; sensitivity to the value in, and issues related to, successfully serving a culturally diverse student population
7. Skill in oral communication, including public speaking and making presentations
8. Skill in written communication
9. Demonstrated skills in working successfully with a team of employees to establish goals, motivate, evaluate, and meet deadlines
10. Ability to provide leadership to, and work effectively as part of, an educational leadership team

E. Physical/Other Requirements

This position requires attention to detail, good memory, ability to work under deadline pressure, sitting and standing for periods of time, oral and written communication, keyboarding for significant portions of the workday, pushing, pulling, bending, stooping, reaching, patience and tact in order to perform the essential functions.