

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Central Services

### Vice Chancellor of Business Services

Job #07-075

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the leadership position of **Vice Chancellor of Business Services**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Reporting to the Chancellor, provides vision and leadership for the development and implementation of business and fiscal services necessary to support the mission of the District. The Chief Business Officer is responsible for developing, coordinating, and implementing complex business policy and procedures; making business related decisions within District policy, law, or existing practice; and advising the Chancellor and the Board on fiscal matters. Consults with Chancellor and college presidents to develop financial strategies for the District. Works closely with Human Resources to develop and deliver related employee services such as payroll and benefits; consults with HR on compensation issues related to collective bargaining. The Vice Chancellor provides critical leadership in the development of both short- and long-range strategic planning for the District. Plans, organizes, coordinates, directs, and conducts financial, budget, and business related activities. Represents the District in appropriate local, state, and national organizations; meets regularly with State Chancellor's Office and other chief business officers to gather and assess information pertaining to fiscal and business issues and to influence the development of public policy. Directs the fiscal and business operations of the District, including budget preparation and administration, accounting, payroll, risk management, hazardous materials compliance programs, purchasing, grants, investments, and capital financing. Oversees the plans, organization, preparation, and presentation of periodic financial statements and reports that provide information and data concerning district resources and expenditures as well as the status of Business Services activities. Confers with external and internal auditors in the performance of a variety of fiscal and operational audits, and alerts appropriate management personnel regarding related issues, findings, and concerns. Oversees the implementation of the General Obligation Bond programs; manages the 15 year capital outlay program funded by Measure C; and plans, formulates, and recommends policies and procedures to achieve greater efficiency in allocation and utilization of resources. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

The Vice Chancellor provides oversight and leadership for the following departments and services: District Safety and Security, Purchasing, Facilities/Operations/Construction Management, Hazardous Materials Management, Risk Management, Budget, Flint Center for Performing Arts; monitors and advises the Foothill-De Anza Foundation. Direct reports to the position include: the Executive Director of Facilities, Operations & Construction Management, Controller, Director of Budget Operations, Director of Safety and Security, Director of Purchasing, Director of Risk Management, Director Hazardous Materials Compliance, and Director, Flint Center.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree in Business Administration or other related field or an equivalent combination of education and experience from which similar skills, knowledge and abilities could be acquired.
3. Experience working with Boards of Trustees or other high level oversight committees.
4. Five years of experience in progressively responsible management positions in large complex organizations.
5. Proven leadership in the effective implementation of sound business practices and administrative service delivery.

#### **PREFERRED QUALIFICATIONS:**

1. Community college experience in a leadership role.
2. Master's degree in business or public administration or a related field.
3. Administrative experience in business functions in a public college environment.
4. Experience with educational institution operations, related laws, regulations, public policies, business and administrative practices; educational and governmental accounting and audit standards and practices.
5. Experience with complex computer information systems.
6. Knowledge of federal and state laws and regulations pertaining to public higher education.
7. Knowledge of federal and state labor laws.

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In addition, successful candidates will demonstrate the following knowledge and abilities:

1. Effective communication both orally and in writing including providing understandable explanations of complex issues.
2. Demonstrated ability to effect innovative solutions to management and operational issues.
3. Ability to provide business management, leadership, and supervision.
4. Ability to analyze a wide variety of technical, business, and fiscal issues.

**APPLICATION PACKET:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

**Hiring Range:** \$150,936 - \$166,405

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:  
<http://hr.fhda.edu/benefits>

**TERMS OF EMPLOYMENT:** Full-time, Permanent,  
12 months per year.

**STARTING DATE:** As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:  
Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>