

PERALTA COMMUNITY COLLEGE DISTRICT

DIRECTOR OF BUSINESS SERVICES

(Management Salary Range 3)

Job Code: 1121

CLASS PURPOSE

Under the direction of the college president, perform a variety of responsible duties related to the financial management of a campus; plan, organize and direct the programs, operation and activities of administrative services including the functions of fiscal management, budgeting, facilities maintenance, emergency preparedness, bursar operations, campus safety, bookstore; supervise and evaluate the performance of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, and directs the programs, operations, and activities for the department, including campus safety, budgeting, fiscal management, facilities planning, and other campus support functions. Serves as liaison for the District Service Center for facilities and administrative services.
- Works collaboratively with college administrators and staff to develop and administer the college budget in alignment with District policies and procedures. Provides leadership in the development of budget proposals and allocation processes; prepares, monitors, and controls the college operating budget.
- Manages a variety of funds and accounts, including general, categorical, and grant-funded programs. Reviews financial transactions and records to ensure accuracy, solvency, and conformance with generally accepted accounting principles, District policies, and contract requirements.
- Directs and maintains accounting and reporting systems to ensure the effective monitoring and control of fiscal operations. Analyzes and recommends improvements to fiscal procedures to enhance operational efficiency and accountability.
- Oversees cash handling and collection activities in accordance with established District policies and procedures. Directs the collection, accounting, of tuition, fees, bookstore revenue payments, and deposits.
- Performs fiscal and operational analyses to support strategic planning, including financial performance, productivity, and operational efficiency. Prepares financial and enrollment projections and related analytical reports.
- Develops and implements plans to improve and restructure operations and programs as appropriate. Provides leadership and technical support to campus personnel in designing and implementing efficient business processes.
- Develops and communicates campus safety procedures in consultation with staff. Participates in safety and threat assessment committees and assists in coordinating emergency preparedness drills and related activities.
- Serves as liaison to the District Service Center and the Division of Administrative Services.
- Coordinates the use of college facilities and oversees the processing of facilities-related contracts.
- Supervises the maintenance, inventory control, and management of college equipment and property.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in business or finance with a significant concentration in accounting or an associate degree, with year-to-year experience in place of education.
2. Three (3) years of comprehensive and increasingly responsible management experience in business or finance administration or a related field.
3. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment, including the Internet.
4. Ability to build consensus across diverse stakeholder groups—faculty, staff, students—and make collegial, transparent decisions in a complex organization.
5. Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community. (E.C. 87360(a)).

DESIRABLE QUALIFICATIONS

- Knowledge of the California Community College system, including governance, funding, regulatory frameworks, and shared-governance environments.
- A Master's Degree from an accredited college or university in business, accounting or a related field, or a C.P.A. license.
- Knowledge of public finance and business administration.
- Knowledge of PeopleSoft tools and ERP systems.

ENVIRONMENTAL DEMANDS

Incumbents typically work in an office environment around and with other people and must be able to work evenings and weekends as required. Travel between District sites and external meetings is required.

PHYSICAL ABILITIES

The physical demands described here are representative of those required of an individual to perform the essential functions of this job successfully. 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 individually by telephone and written communication to students, faculty, staff, and others.