

**PERALTA COMMUNITY COLLEGE DISTRICT - January 2023**

**JOB DESCRIPTION**

**EXECUTIVE DIRECTOR OF BUSINESS AND ADMINISTRATIVE OPERATIONS**

**(Management Salary Range 4)**

**Job Code: 640**

**CLASS PURPOSE**

This position reports directly to the Vice Chancellor for Finance and Administration and works collaboratively with the District Management to address organizational effectiveness.

Under the general direction of the Vice Chancellor of Finance and Administration, the Executive Director is responsible for ensuring the division's operational effectiveness and administrative oversight of district financial aid and purchasing. The Executive Director monitors and guides Finance & Administration operations improvements, administrative program reviews, policy and procedure assessment and improvement/development, as well as special projects aimed at enhancing institutional effectiveness such as Enterprise Resources Platform/Information Technology enhancements related to financial and administrative operations, achieving organizational continuity between campus community and district office administrative services..

**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.

- Serve as operations lead in cross functional and divisional processes having fiscal and business impacts.
- Plan, organize, and execute divisional initiatives in collaboration with Vice Chancellors, Chancellor, and other executive-level leaders within the district.
- Analyze operational efficiency, effectiveness, and sustainability aimed at enhancing cross divisional functions (e.g., Finance, IT and General Services), and promoting continuous improvement in organizational effectiveness. Lead and support divisional efforts aimed at improving standardization, consistency, quality, and compliance. Identify financial and administrative training needs and facilitate the provision and dissemination of training resources.
- Collaborate, create, and implement short/long term strategic goals for business process improvements related to divisional operations, support capacity building efforts, and co-author infrastructure strategies for sustainability.
- Assess and optimize resource and learning opportunities to increase productivity impacted by change management efforts to align with organizational goals.

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- Co-facilitate review of technology systems and plans, business models, and innovation strategies between functional and technical area experts. Work with District IT to ensure that technology is leveraged to the highest extent possible to enhance operational efficiency and effectiveness of financial and administrative functions.
- Understand business needs to develop strategies that support organizational development, effectiveness, business process analysis to resolve issues of complex development, design, and organizational effectiveness.
- Serve as the lead Finance representative in cross functional collaborations to address training and development needs of staff, not limited to employing the services of consultants and partnering with the District's Professional Development Learning Center and other entities able to provide training resources.
- Function as the liaison and executive level Finance and Administration Division lead in support of major capital projects including but not limited to the bond program, ensuring effective support and appropriate collaboration and coordination.
- Facilitate regular assessments of efficiency in procure-to-pay timelines specific to bond activities utilizing professional judgement in selecting methods, techniques, and evaluation criteria.
- Directs the development and/or performance of reports, analyses, evaluations/assessments, local policies, procedures, and effective practices. Establish and maintain robust channels of communication with finance division stakeholders aimed at ensuring compliance with required policies and procedures, effective coordination and collaboration and issue resolution.
- Collaborate with the District Internal Auditor to enhance internal financial controls, develop and maintain sound fiscal and administrative procedures as well as minimize institutional risks and liabilities.
- Represent the District at state and national meetings and conferences dealing with related service areas.
- Manage special projects and perform other duties as assigned by Vice Chancellor of Finance and Administration.
- Provides senior management leadership for Purchasing Department and District Financial Aid unit ensuring that compliance, operational effectiveness, and reporting requirements are met as well as adherence to Board policies, administrative procedure, regulations and laws.
- Support and foster alignment with accreditation standards related to finance and administration in accordance the District's functional map reflecting the allocation of responsibilities among and between the District and the colleges.

## **MINIMUM QUALIFICATIONS**

1. Possession of a Master's Degree from an accredited college or university in business, finance, leadership/administration or related discipline.
2. Five (5) 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. Commitment to participatory governance.
5. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

## **DESIRABLE QUALIFICATIONS**

- Knowledge of public finance and business administration.
- Evidence of the ability to work effectively as a team member with top level management.
- Evidence of a successful working relationship with managers, faculty, staff, students, and members of the community.
- Effective communication and conflict resolution skills.
- Experience in, knowledge of, or the ability to quickly grasp change management or project management theories and methods.
- 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.
  - Operations in a multi-college district.
  - The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.

## **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

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- 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.