

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Classification:** Executive Business Officer  
**Working Title:** Vice Chancellor, Finance and Business Services

**Unit:** Executive Management

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**Job Code:** C8360  
**Original Date:** 07/1989  
**Last Revision:** 01/2024  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 5

### DEFINITION

Under the direction of the Chancellor and in accordance with the goals of the District, the Executive Business Officer plans, organizes, directs, administers, reviews, and evaluates districtwide fiscal and business services programs. Areas of responsibility include fiscal services, budget and resource allocation models, contracts and purchasing, finance, and auditing. The Vice Chancellor provides executive leadership in accordance with the District's Educational Master Plan and strategic goals and objectives. The Vice Chancellor serves as the Acting Chancellor in the absence of the Chancellor as assigned.

### DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor/Executive Officer is assigned to executive District administrators responsible for major functions, which have substantial districtwide impact, including policy development and implementation. Incumbents report directly to the Chancellor and serve in the Chancellor's Cabinet.

### EXAMPLE OF DUTIES

1. Develop, implement, manage, coordinate, and lead the District's comprehensive fiscal and business-related programs and services to provide efficient, effective, and equitable financial management in a manner supporting participatory governance and access and inclusion for diverse communities and stakeholders and the District's Educational Master Plan.
2. Develop, implement, manage, coordinate, and lead programs and support services which link expenditures of District-controlled funds and District-approved activities with the accomplishment of districtwide strategic goals and objectives.
3. Oversee and manage the District's fiscal audit and compliance programs, serve as the District's liaison with external auditors and agencies involved in financial oversight, and related activities.
4. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, State, local, and District regulations and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
5. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, accessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
6. Plan, organize, implement, direct, administer, review, evaluate, and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and ensure legal compliance and integrity in a manner promoting equity, inclusion, and access for the District's diverse student, employee, and stakeholder communities.

7. Serve as a key adviser to the Chancellor, Board of Trustees, and executive managers on policies, procedures, and management issues related to assigned areas of responsibility and to promote equity, inclusion, and accessibility for the District's diverse stakeholder communities.
8. Represent the District in local, State, and national committees, workgroups, and meetings.
9. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's DEIA-related goals and objectives, and to ensure continuity of operations and services.
10. Ensure the timely and accurate development of the annual budget for assigned programs and services; monitor and control expenditures of funds.
11. Review and recommend legislation and advocacy priorities impacting assigned areas of responsibility, which could benefit the District and its students, faculty, and staff; maintain liaison with appropriate government agencies and local, State, and national organizations.
12. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
13. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
14. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.
15. Lead other operational areas and perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge:

- Effective budgeting, fiscal, and business services programs of a California community college district.
- Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations.
- California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned area of responsibility.
- Principles of effective participatory governance process and engagement.
- District policies and procedures.
- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations.
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities.
- Local, regional, State, and national economic conditions and demographics.
- Enterprise technology platforms, applications and services.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

Skills and Abilities:

- Strategic planning, action, and leadership.
- Communicating and gaining support for the District's mission, vision, and values.
- Leading effectively through participatory governance and in collaboration with diverse stakeholders.
- Communicate effectively through multiple modalities with diverse internal and external stakeholders.
- Establish and maintain effective working and professional relationships with individuals from diverse communities.
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices.
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
- Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.
- Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations.
- Research, analyze, develop, and interpret policies and procedures impacting assigned areas or responsibility.
- Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems.
- Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws.
- Learn from errors, determine corrective action, and prevent repeat occurrences.
- Create a culture of shared accountability for effective performance within assigned areas.

Training and Experience:

Any combination of training and experience equivalent to: a Master's Degree from an accredited college or university in accounting, business management, economics, or a field related to the assigned areas of responsibility and six years of increasingly responsible management experience related to the duties of this position and two years in an administrative capacity.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

License:

Valid California driver license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Occasional travel to District campuses, training events, conferences, and assigned events.