

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Executive Vice Chancellor, Business and Technology Services

**Unit:** Executive Management

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**Job Code:** C8360  
**Original Date:** 07/1989  
**Last Revision:** 03/2017  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 24

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### **DEFINITION**

Under the direction of the Chancellor, plan, organize, direct, administer, review, and evaluate a major group of districtwide business services encompassing fiscal services, purchasing, finance, information technology, bookstore, food service, and auditing in accordance with the District's Educational Master Plan and other goals and objectives. Serve as the Acting Chancellor in the absence of the Chancellor.

### **DISTINGUISHING CHARACTERISTICS**

The class of Executive Vice Chancellor is differentiated from the class of Vice Chancellor by primary responsibility of acting as Chancellor during absences from district. The class of Vice Chancellor reports directly to the Chancellor and is assigned to top-level District administrators responsible for major functions which have substantial districtwide impact.

### **EXAMPLE OF DUTIES**

1. Serve as the Acting Chancellor on a regular basis in the absence of the Chancellor and may in these circumstances report directly to the Board of Trustees.
2. Direct, administer, and supervise the planning, organization, and coordination of an assigned group of major districtwide business-related programs and services and Educational Master Planning activities.
3. Oversee and supervise the planning and coordination of District Office Information Technology efforts, services, and activities.
4. Supervise programs and support services which link expenditures of District-controlled funds and District-approved activities with the accomplishment of districtwide goals and objectives.
5. Assure the timely preparation, maintenance, and distribution of reports and records as required by federal, State, local, and District regulations; inform the Chancellor and other District staff of the status of assigned functions, programs, and services.
6. Organize and meet with staff to plan, develop, and implement effective programs/support services in assigned areas of responsibilities.
7. Maintain open communication with subordinates to assure a free flow of ideas throughout the organization.
8. Provide a climate which encourages staff development in formulation of job objectives and provides for staff participation to achieve the goals and objectives for assigned services.
9. Review and evaluate effectiveness of assigned personnel, programs, and services; assure the development and implementation of corrective action, improvements, or additional programs and services as necessary.
10. Participate in Chancellor's Cabinet to advise the Chancellor on Board agenda items and management issues involving the programs and services of the District, including recommendations for new or revised policies and procedures.

11. Attend and chair districtwide counsels, committees, task forces, and meetings, as required; represent the District at local, State, or national meetings and serve as District representative on related committees and commissions as appropriate.
12. Assure the development of the annual budget for assigned programs and services; monitor and control expenditures of funds.
13. Review and recommend legislation which could benefit the District and its population/clientele; maintain liaison with appropriate government agencies and national organizations.
14. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Business programs and services of a California community college district.
- District organization, operations, policies, and objectives.
- Effective communication skills, both written and oral.
- Legislative acumen and media perception.
- Local economic conditions.
- Local, State, and federal laws governing programs/services of a California community college district.
- Operation and use of computers and basic software applications.
- Principles of business management, supervision, and public administration.
- Student enrollment trends and demographic statistics of the community.
- Trends in academic and vocational education and adult and continuous education.

#### Skills and Abilities:

- Communicate effectively with diverse constituencies, within and outside the District.
- Establish and maintain effective working relationships with others.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, direct, administer, review, and evaluate assigned business 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.

#### Training and Experience:

Any combination of training and experience equivalent to: a Master's Degree in accounting, business management, economics, or other field related to area of assignment and six years of increasingly responsible management experience in area of expertise, including four years in an administrative capacity.

#### License:

Valid California driver license.

### **WORKING CONDITIONS**

#### Physical Requirements:

Category III

#### Environment:

Favorable, usually involves an office. Some travel is required.