EXECUTIVE VICE CHANCELLOR

DEFINITION

This is a Cabinet-level position which plans, organizes, directs and controls all of the staff and functions of the Executive Vice Chancellor of Fiscal Services, including Controller, Facilities Planning and Operations, Purchasing and Receiving, Transportation, MJC Business Services, Risk Management, Internal Auditor/Budget Analyst as well as indirect oversight of College business and administrative functions; works to ensure that District assets are protected and controlled; coordinates the annual district budget; ensures District compliance with all applicable governmental regulations and policies and performs related work as assigned. This position is the Chief Business Officer (CBO) of the District.

SUPERVISION RECEIVED AND EXERCISED

- Receives general administrative direction from the Chancellor.
- Provides direct supervision to supervisory and professional staff as well as other administrative support staff, as assigned.

JOB DUTIES AND RESPONSIBILITIES

- Advises the Chancellor’s Cabinet and Governing Board on budget, financial, and other business-related issues and concerns.
- Administers all aspects of the YCCD budget, currently exceeding $130 million.
- Presents budget information and updates at forums across the District and colleges.
- Administers the YCCD Resource Allocation model.
- Develops, reviews, approves, and signs all business and educational contracts.
- Responsible for risk management and serves as presiding officer of Valley Insurance Program JPA, which procures property, liability, automobile, wrongful acts, and workers’ compensation coverages.
- Serves as a board member of the Schools Excess Liability Fund, which procures excess liability coverage.
- Oversees state reporting compliance requirements.
- Supervises Facilities Planning and Operations, including the energy budget and general obligation bond projects.
- Supervises Controller, whose functions include payroll, accounts payable, accounts receivable, accounting, and grants office.
- Direct and monitor enrollment management.
- Oversees the retiree benefits (OPEB) trust fund.
- Administers the General Obligation Bond program and construction management contracts.
- Oversees the General Obligation Bond program capital projects.
- Serves on various state and local boards.
- Assists in the collective bargaining process.
- Participates in the college accreditation process.
YOSEMITE COMMUNITY COLLEGE DISTRICT

Executive Vice Chancellor

Salary: Executive Team Salary Schedule C4

Page 2

• Researches, prepares, and implements special projects as requested by the Chancellor, including the long-range planning, facility expansion and modernization.
• Interprets and carries out rules, regulations, and policies of the Governing Board, directives of the Chancellor, and applicable codes and regulations of the state of California.
• Serve as Acting Chancellor as scheduled by the Chancellor.
• Performs other related duties as required.

TYPICAL WORKING CONDITIONS

• Work is generally performed in a standard office environment.
• Work may require evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

• Master’s degree required from an accredited college or university preferably in business administration, accounting, or a related field.
• Five years of increasingly responsible experience in senior leadership in higher education.
• Demonstrable successful experience in community college finance and fiscal management, and familiarity with relevant portions of the Education and Government Codes as well as Title 5.
• Sensitivity to and knowledge of the diverse academic, socioeconomic, cultural and ethnic backgrounds within the community college environment.

Ability to:

• Prepare, analyze and interpret financial and statistical reports, documents, and accounting records.
• Utilize computer applications through terminals and personal computer, prepare comprehensive technical reports and make presentations.
• Assign, monitor, and evaluate the work of others.
• Manage and prioritize workload to meet deadlines.
• Receive and follow instructions and appropriately interact with District staff, faculty and the public; balance stewardship with service.
• Learn and apply college and district policies and procedures.

Licenses and Certificates:

• Possession of a valid California driver’s license.
• CPA license desirable.

DEMONSTRATED SKILLS AND ABILITIES

• Knowledge of current practices in higher education, especially community college, finance and fiscal management.
• Work collaboratively to strengthen intracollege, community, and District wide understanding of the budget and other financial or administrative processes.
• Evidence of strong communication skills.
• Commitment to participatory governance.

Physical and Mental Standards:

• **Mobility**: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
• **Dexterity**: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
• **Lifting**: occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
• **Visual Requirements**: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
• **Hearing/Talking**: ability to hear normal speech, speak and hear on the telephone, and speak in person.
• **Emotional/Psychological Factors**: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

• **Education**: Equivalent to possession of Master’s degree in accounting, finance, business administration, or related field from an accredited university. CPA preferred.
• **Experience**: Minimum of five years of increasingly responsible experience in general accounting, auditing, financial systems design, business administration, including supervisory/management experience preferably in a community college setting.