

DIRECTOR OF BUSINESS SERVICES
Contra Costa College

DEFINITION

The Director of Business Services serves in a staff relationship to the President, providing assistance and advice in the planning and supervision of all business and financial affairs of the campus, including personnel and custodial services.

RESPONSIBILITIES

The Director of Business Services is primarily responsible for the following activities:

Coordinating the detail and processing of annual college budget preparation with the College President, campus deans, and organizational unit managers.

Monitoring campus expenditures to assure appropriate budget administration for the campus as a whole.

Supervising the processing of all requisitions for services, supplies, and equipment for the campus.

Supervising all campus detailed accounts and records involving the collection and disbursement of college funds (except those funds under the auspices of Associated Students and fast food/vending operations) including the issuance and collection of student loans and grants, and cash.

Coordinating the use of all campus facilities by on-campus or community groups and organizations.

Coordinating recruitment and employment process for classified staff, supervising employment processing for classified and certificated staff, supervising maintenance of campus personnel files, administering provisions of collective bargaining agreements, and developing and implementing personnel policies and procedures.

Supervising the College custodial services and staff.

Supervising the maintenance of all necessary records related to the business affairs of the College and preparing any reports for District, state, and federal agencies, as requested by the President or required by law.

Maintaining effective liaison with District Office staff.

Supervising campus payroll preparation and input for classified, certificated, hourly, and student employees of the College.

Ensuring compliance with applicable statutes, regulations, internal accounting, purchasing, payroll, and fiscal reporting policies and procedures.

Developing, implementing, evaluating, and revising campus policies and procedures to ensure the effective and efficient delivery of business services to the College.

Performing other duties as assigned.

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REPORTING RELATIONSHIPS

The Director of Business Services reports to the President.

Positions directly responsible to the Director of Business Services are: College Business Services Office Manager, designated Business Office classified personnel and Supervisor of Custodial Services.

MINIMUM QUALIFICATIONS

Three (3) years of successful major fiscal and administrative experience at a college or in a similar organization.

Two (2) years of successful management experience.

Possession of a Baccalaureate degree in the area of Business Management or closely related field (business, finance, accounting), from an accredited college or university.

DESIRABLE QUALIFICATIONS

Possession of a Master's degree in the area of Business Management or closely related field (finance,

accounting, management science), from an accredited college or university, or CPA or CMA.

Knowledge of accounting, auditing, budgeting, cash management, and facilities operation.

Knowledge of and education in basic personnel process including personnel management, recruitment, and evaluation; affirmative action programs; discrimination and sexual harassment programs and the legislation on which they are based.

Ability to plan, direct and carry out fiscal and management programs.

Broad and progressively responsible experience in the business or fiscal operations of a community college.

Ability to work effectively and fairly with labor union representatives and to have a sound understanding of the collective bargaining process.

Demonstrated ability to work effectively with diverse staff, subordinates and student population.

Ability to balance and express needs of the college with District policy and limited resources.