

DIRECTOR OF BUSINESS SERVICES

Diablo Valley College

DEFINITION

Under general direction, the Director of Business Services is responsible for assisting the President in the planning and supervision of all business and financial affairs of the College; for supervising the physical plant, use of facilities, classified personnel and support activities of the campus.

RESPONSIBILITIES

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

Preparing the annual campus operating budget and establishing control programs to assure compliance with allocations.

Assisting the Dean of Instruction in monitoring the hourly budget.

Consulting with the Buildings and Grounds Manager regarding the maintenance and operation function of the physical plant and property to assure optimum availability of facilities.

Developing programs for providing security and safety off and on all College property.

Providing leadership and assistance in the development of facility remodeling and capital construction projects.

Establishing and supervising activities related to records maintenance, recruiting, selecting, evaluating, discipline and grievance processing for all classified personnel.

Supervising management of Business Services Office, Central Services, Custodial Services and Cafeteria Services to assure efficient and economic operations.

Representing the College in areas relating to the business functions when dealing with other colleges and District staff.

Consulting with the Director of Facilities Maintenance regarding local and state funded facilities modification and energy-management projects.

Preparing and managing applications for funding for projects including the setting of priorities, developing of plans, and supervision of projects.

Managing of community and campus groups' use of facilities; controlling use of facilities as it relates to energy consumption, staff to handle coverage for supervision, clean up, and security; securing evidence of proper insurance coverage and collection of fees.

Serving on the President's Cabinet, participating in the development of policies and goals.

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

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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: Central Services Photo typesetting Manager, College Center Manager, Custodial Manager, Financial Aid and Cashier's Office Manager (for matters pertaining to cashiering), Apprenticeship Assistant, and designated classified personnel.

MINIMUM QUALIFICATIONS

An earned Bachelor's Degree in a related field.

At least three years of experience in business administration, including planning and development, labor relations, personnel management, physical plant management and safety.

At least three years of experience in business and financial affairs, including accounting, purchasing,

budget planning and management.

DESIRABLE QUALIFICATIONS

An earned Master's or advanced degree of at least equivalent standard in a related field.

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.

A demonstrated commitment to affirmative action.

Effective communication and conflict-resolution skills

Experience in, knowledge of, or ability to understand the following:

- The relationship and interaction of a community college and varied communities, special-interest groups, and public agencies it serves.
- The technicalities of budgeting and the relationship of finance to the District operation.
- The Education Code and other state, federal, and local regulations as they apply to the management of a college and its special programs.
- The California Community College System

Demonstrated work or community experience which reflects an awareness of racial, ethnic, gender, disabled and cultural diversity.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.

- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrates ability to input necessary data into computer terminal and/or create documents, reports and press releases to perform the essential functions of this position.
- Demonstrates an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.