

PERALTA COMMUNITY COLLEGE DISTRICT - February 16, 2007

CLASSIFIED MANAGEMENT JOB DESCRIPTION

BUSINESS AND ADMINISTRATIVE SERVICES MANAGER

(Management Salary Range 2)

Job Code: 658

CLASS PURPOSE

Under the general direction of the College President, the Business and Administrative Services Manager serves as the Chief Financial Officer and Business Manager for the College.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- In consultation with the President and other administrators, prepares the annual budget for the College and establishes control programs and systems to assure compliance with allocations. Prepares revisions to the budget as required.
- Develops and provides periodic budget reports and financial projections to management staff.
- Formulates campus business policies ensuring compliance with applicable statutes, regulations, internal accounting, purchasing, payroll and fiscal reporting policies and procedures.
- Develops, manages and evaluates financial policies, procedures and plans regarding the College financial aid program.
- Consults with the Director of Physical Plant and other appropriate officials regarding the overall maintenance and operation functions of the college's physical plant and property including leased facilities, to assure optimum availability and utility of facilities.
- Plans, organizes, assigns and reviews work of the department and directs fiscal and general business activities, including custodial services, time sheets, requisitions, duplicating services, telephone and switchboard operations, cash collection and disbursement of funds.
- Consistent with District policies, procedures and union agreements, establishes and supervises activities related to records maintenance, selection, evaluation, discipline and grievance processing for classified personnel.
- Provides direction and support services for facilities planning, including expansion, design and modification of existing facilities and construction of new facilities.
- Develops, manages and evaluates procedures and plans regarding community and campus groups use of college facilities.
- Coordinates audits of campus and student activities, maintains financial accounts for Associate Students and acts as liaison between the College and the Bookstore.

Job Description: Business and Administrative Services Manager

- Provides institutional support for health and safety programs and committees and acts as chair of College health and safety committees.
- Serves as primary resource person for College management regarding grant agreements and other external financial and service relationships.
- Acts as liaison between the College and District Administrative and Financial Services Offices and assists in the development of District policy and regulations.
- Maintains campus equipment inventory control records in coordination with District records and procedures.
- Serves on the President's Executive Council and college governance committees; participates in the development of policies and goals.
- Performs others duties as assigned by the College President.

MINIMUM QUALIFICATIONS

1. A Bachelor's Degree from an accredited college or university in business, accounting or a related field and three (3) years of experience in business administration, including accounting, purchasing, budget planning and management.
2. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- A Master's Degree from an accredited college or university in business, accounting or 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 successful working relationship with managers, faculty, staff and students and members of the community.
- Experience in, knowledge of, or the ability to understand the following:
 - The relationship and interaction of a community college and various community special interest groups.
 - The technicalities of budgeting and the relationship of finance to the District operation in a multi-campus district.
 - The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.
 - California Community College System, including the system's financial accounting requirements.

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ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL REQUIREMENTS

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service.

These requirements are governed by statutes covering reasonable accommodation for persons with qualified disabilities.

MENTAL REQUIREMENTS

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

Revised: N/A