

Principles and practices of fiscal management, strategic and facilities planning.
 Pertinent federal and state laws and regulatory provisions.
 College accreditation procedures, practices, and standards.
 The development, implementation, and assessment of student learning and/or service area outcomes.
 Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
 Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
 Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
 Technical, legal, financial, and public relations problems associated with the management of human resources programs.
 Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
 Functions, authority, responsibilities, and limitations of an elected Board of Trustees.
 Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
 Modern office practices, methods, and computer equipment related to the work.
 Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
 Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
 Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
 Deliver formal and influential presentations.
 Be a fair-minded, ethical, and honest leader with excellent interpersonal skills.

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Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Operate modern office equipment including computer equipment and specialized software applications programs.

Understand scope of authority in making independent decisions.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A master's degree in business, finance, public policy, public administration, management, economics, accountancy, or related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and

Five (5) years of administrative leadership experience in higher education.

Certified public accountant highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing division policies and procedures.