

Vice Chancellor, Business Services  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=232252>

Downloaded On: May. 9, 2024 7:19am

Posted Mar. 4, 2024, set to expire May 31, 2024

**Job Title** Vice Chancellor, Business Services  
**Department** Executive  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Mar. 4, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Vice-(President/Provost/Chancellor)

**Academic Field(s)** Administration - Executive  
Administration - Accounting & Finance

**Apply Online Here** <https://apptrkr.com/5071331>

**Apply By Email**

**Job Description**

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**Vice Chancellor, Business Services**

HR EMPLOYMENT/CAREERS

The webpage about the Vice Chancellor, Business Services search can be found using this web address -<https://www.fhda.edu/vicechancellorsearch/>.

PPL Inc. has been selected to assist with the recruitment for the Vice Chancellor of Business Services. Nominations and inquiries about this opportunity (prior to the position closing date) should be directed

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to the PPL Inc. search consultants using the information below:

**Dr. Jim Riggs**

Vice President

PPL, Inc.

[https://apptrkr.com/get\\_redirect.php?id=5071331&targetURL=.](https://apptrkr.com/get_redirect.php?id=5071331&targetURL=)

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**Dr. Jim Riggs**

Vice President

PPL, Inc.

[jriggs@pplpros.com](mailto:jriggs@pplpros.com)

(209) 559-6550

**Pamela D. Walker, Ed.D.**

Vice President

PPL, Inc.

[pwalker@pplpros.com](mailto:pwalker@pplpros.com)

(916) 768-8565

**Initial Review Date: 04/12/24\*\***

\*\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

**Full Salary Range:** \$219,726.09 - \$309,180.10 annually\*

\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$219,726.09 - \$242,244.71 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

**The Foothill-De Anza Community College District is currently accepting applications for the executive management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

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The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

### **JOB SUMMARY**

The Chancellor and Board of Trustees of the Foothill-De Anza Community College District seek an experienced, energetic, and accessible leader for the position of Vice Chancellor of Business Services. This is an exciting opportunity for an individual who seeks to play a senior leadership role within a premier community college district and who is committed to the District's mission.

The Vice Chancellor of Business Services serves as the Chief Business and Financial Officer, reporting to the Chancellor and serving on the Executive Leadership Team. This position provides sound leadership for administrative, fiscal, and other business-related matters in service of our colleges, their students, our employees, and the community. An exceptional candidate will balance fiscally conservative principles with a recognition that the evolving nature of community colleges requires examining fiscal models and calculated investments that support future-focused growth and sustainability strategies.

The District and our colleges seek to continue leading in academic, workforce, and technology innovation as one of the largest and most sustainability-focused community college districts in California and the nation. Located in the heart of Silicon Valley, our community provides an unparalleled quality of life in an ideal climate, with diverse and physically beautiful campuses that have earned a global reputation for excellence. Our proximity to the global center for technology innovation also provides a wealth of opportunities for the District to pursue innovative partnerships with industry and community leaders.

The Vice Chancellor of Business Services plays a key leadership role in the development of both short-and-long-range strategic planning; plans, organizes, coordinates, directs, and conducts financial, budget, and business related activities; minimizes risk to the district; oversees District Police and security in a multi-campus environment; and actively participates in the development and/or otherwise influences the development of federal, state, and regulatory agency legislation, policies, and procedures that have an impact on the District.

The Vice Chancellor has primary accountability for the following departments and services: Accounting and Payroll; Budgets; Purchasing and Risk Management; Emergency Operations Management; Environmental Health and Safety; District Police; fiscal oversight of the Bond Program(s), including support for the Citizens' Bond Oversight Committee; support for the Board of Trustees' Audit and

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Finance Committee; provides information and consultation for financially-related collective bargaining issues; and monitors and advises the Foothill - De Anza Foundation.

As a member of the Executive Leadership Team reporting to the Chancellor, the Vice Chancellor of Business Services works collaboratively and productively with other members of the ELT, including: De Anza College President, Foothill College President, Vice Chancellor of Human Resources, Vice Chancellor of Technology, Senior Advisor to the Chancellor, Executive Director of the Foundation, Executive Director of International Student Programs, District Coordinator of Public Affairs and Communications, and the Executive Assistant to the Chancellor.

The primary work location for the Vice Chancellor of Business Services is at the district offices, located adjacent to the Foothill College campus in Los Altos Hills, California.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**POSITION PURPOSE:**

Reporting to the Chancellor the position is a member of the Executive Leadership Team and provides leadership for the development and implementation of business and fiscal services necessary to support the mission of the District. Provides financially prudent business services for the District. Plays a key leadership role in the development of both short-and-long-range strategic planning. Plans, organizes, coordinates, directs, and conducts financial, budget, and business related activities; minimizes risk to the District; oversees District Police and security in a multi-campus environment; and actively participates in the development or otherwise influences the development of federal, state, and regulatory agency legislation, policies, and procedures that have an impact on the District.

**NATURE and SCOPE:**

The Vice Chancellor of Business Services will serve as the Chief Business and Financial Officer for the

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District. This position is responsible for developing, coordinating, and implementing complex business policy and procedures; making business related decisions within District policy, law, or existing practice, and advising the Chancellor, Executive Leadership Team, and the Board on fiscal matters.

The Vice Chancellor provides oversight and leadership for the following departments and services: District Police, Accounting and Payroll, Environmental Health and Safety, Purchasing, Risk Management, Emergency Operations Management, Budget; provides fiscal oversight of and support for the Bond Program(s) in coordination with the Executive Director of Facilities and Operations; and monitors and advises the Foothill-De Anza Foundation. Direct reports to the position include: the Executive Director of Fiscal Services; Director of Budget Operations; Chief of Police; Director of Purchasing, Contracts and Risk Management; Director of Environmental Health and Safety; and Executive Assistant, Business Services.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Consult with Chancellor and Executive Leadership Team to lead the development of financial strategies for the District.
2. Work closely with Human Resources to develop and deliver related employee services such as payroll and benefits.
3. Consult with Human Resources on compensation issues related to collective bargaining.
4. Provide critical leadership in the development of both short- and long-range financial planning for the District.
5. Plan, organize, coordinate, direct, and conduct financial, budget, legal, and business related activities.
6. Represent the District in appropriate local, state, and national organizations; meets regularly with State Chancellor's Office and other chief business officers to gather and assess information pertaining to fiscal and business issues and to influence the development of public policy.
7. Direct the fiscal and business operations of the District, including budget preparation and administration, accounting, payroll, benefits, contracts, purchasing, risk management, hazardous materials compliance programs, fiscal accounting for grants, management of investments, and capital financing.
8. Oversee the plans, organization, preparation, and presentation of periodic financial statements and reports that provide information and data concerning district resources and expenditures as well as the status of Business Services activities.
9. Confer with external and internal auditors in the performance of a variety of fiscal and operational audits, and alerts appropriate management personnel regarding related issues, findings, and concerns.

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10. Oversee the financial implementation of the General Obligation Bond program(s); manage the funding for the 15 year capital outlay program funded by Measure G in close coordination with the Executive Director, Facilities and Operations.
11. Plan, formulate, and recommend policies and procedures to achieve greater efficiency in allocation and utilization of resources.
12. Coordinate the Audit and Finance Committee and Citizens' Bond Oversight Committee (CBOC) and ensure corresponding Brown Act requirements for public meetings are adhered to.
13. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
14. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
15. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Educational institution operations, related laws, regulations, public policies, business, and administrative practices.
2. Educational and governmental accounting, and audit standards and practices.
3. Effective utilization of complex information systems related to budgeting, finance and human resources functions to support efficient operations and compliance.
4. Federal and state laws and regulations pertaining to public higher education.
5. Federal and state labor laws.
6. Business management, leadership, and supervision.
7. Computers, commonly used software, and communication media.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Effective communication both orally and in writing including the ability to simplify and effectively communicate complex technical or financial issues for a broader audience in a clear manner that conveys confidence and approachability.
3. Demonstrated ability to effect innovative solutions to management and operational issues.

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4. Provide business management, leadership, and supervision in a changing environment.
5. Analyze a wide variety of technical, business, and fiscal issues.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree in a related field, or a combination of a Bachelor's degree and a Certified Public Accountant (CPA) certification, or the equivalent.
3. Experience working with governing bodies or other high level oversight committees.
4. Experience interpreting regulations and laws requiring compliance in complex regulatory environments.
5. Five years of experience in progressively responsible management positions with significant business and/or finance oversight responsibilities in large complex organizations.
6. Proven leadership in the effective implementation of sound budget practices and administrative service delivery.

**Preferred Qualifications:**

1. Master's or Doctoral degree in a related discipline.
2. Experience as a senior executive in an educational leadership role.
3. Experience interpreting and applying the California Education Code as it pertains to community colleges.
4. Administrative experience in business and finance functions in a public education environment.
5. Experience with educational institution operations, related laws, regulations, public policies, business and administrative practices; capital outlay construction programs; and educational and governmental accounting and audit standards and practices.
6. Experience with complex funding models and transformative leadership related to budget allocation and institutional sustainability.
7. Experience with collective bargaining within an educational setting.
8. Experience ensuring compliance with federal and state laws and regulations pertaining to public higher education.

**Licenses and Certifications:**

None



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**WORKING CONDITIONS:**

**Environment:**

Typical office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extended periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year

**Assignment dates:**



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As soon as possible upon completion of the search proses.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1568?c=fhda>

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Executive

Foothill-De Anza Community College District

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