The Los Angeles Community College District (LACCD), the largest community college district in the nation, seeks an experienced, innovative and collaborative leader to serve as Vice Chancellor of Finance and Business Services. Reporting to the Chancellor, the Vice Chancellor of Finance and Business Services is responsible for the executive oversight and management of District financial operations, procurement, risk management and grant administration and providing technical direction over related functions at the colleges.

The nine accredited colleges of the LACCD serve the residents of more than 36 cities and communities throughout 900 square miles of Los Angeles County. The District educates over 250,000 full and part-time students, and has an annual budget of approximately $5.8 billion.

The Mission of the Los Angeles Community College District is to foster student success for all individuals seeking advancement, by providing equitable and supportive learning environments at our nine colleges. The District empowers students to identify and complete their goals through educational and support programs that lead to completion of two or four-year degrees, certificates, transfer, or career preparation. In doing so, the District fulfills its commitment to the community to improve the social welfare of the region, to enhance the local economy, to close persistent equity gaps, and to prepare future community leaders.

The key priorities for the Vice Chancellor of Finance and Business Services will be:

- **Financial Planning and Management and Analysis:** Budget development, implementation, and monitoring; financial and management analysis, accounting and cost accounting; cash flow planning and management; treasury, investments, banking, internal controls and compliance; modeling and forecasts of revenue and expenses; development and compliance with financial, regulatory, and operational performance standards and goals; review, oversight, and compliance of
sponsored funding awards; policy advice and guidance to Board of Trustees, Chancellor, and administrative staff.

- **Procurement**: The solicitation, evaluation, negotiation, preparation, and award of purchase orders and contracts for the acquisition of supplies, equipment, materials, and services including the evaluation of descriptive requirements, specifications and scope of work, determination of methods of source selection, strategic supplier sourcing, value analysis, presolicitation conferences, monitoring and documenting of vendor/contractor performance, and assisting in vendor/contractor dispute and resolution processes; and the management and disposition of surplus equipment, materials, and supplies.

- **Risk Management**: The identification, evaluation, monitoring, and reduction/elimination of operational risk exposure throughout the District; development and implementation of risk prevention programs and initiatives designed to minimize the cost of claims through effective claims and litigation management; structuring, negotiation, purchasing, and management of insurance policies including but not limited to Property & Casualty, D&O/EPLI/Fiduciary Liability, Earthquake, Cyber Liability, health benefits, etc.; coordination and maximized utilization of all insurance broker and insurance company services; management of claims and loss control activities; and development of effective metrics and reporting.

- **Grants Administration**: Financial and business oversight of the District’s portfolio of grants and other sponsored funding projects; policy and procedure development, implementation, and coordination related to the financial and business execution of grants and/or sponsored projects awards; audits and risk assessment throughout the lifecycle of the grants and sponsored projects to ensure compliance with District, sponsor, and other applicable requirements related to fiscal and business management, reporting, and timelines; technical advice and guidance to faculty and others in understanding, interpreting, and applying award terms and conditions in a manner consistent with best financial, business, and administrative practices and sponsor policies and regulations; maintaining liaison with grant and sponsor representatives for the purposes of understanding expectations, requirements, and relevant laws and regulations.

- Directs the development and implementation of a District-wide plan for business, financial, and grant management which focuses on best practices, cost savings and efficiencies, operational effectiveness, inter-college cooperation, and strategic excellence.

- Provides policy recommendations, technical assistance, and timely information to the Board of Trustees, executive management, and others
on business, financial and grant administration issues needing attention, evaluation, resolution, and decisions.

- Directs the systematic collection and analysis of various types of data, including input, process, outcome, and satisfaction data to guide decisions and recommendations on business, fiscal, and grant administration matters.

- Establishes, implements, and monitors short-range and long-range project goals, budgets, schedules, progress, and strategies.

- Explores, assesses the feasibility, and implements information system technologies to support the business, financial management, and grant programs of the District.

- Evaluates organizational structure, policies, and procedures and implements changes as needed; insures all elements of the operation are consistent with best practices and legal regulations.

- Communicates business, finance and grant management related priorities to college presidents, individual departments, and program teams; keeps managers informed of their performance against budget and related benchmarks.

- Represents and serves as the District’s advocate the District to business partners, including financial institutions, investors, regulatory agencies, auditors, public officials, and the public at large.

- Continuously monitors federal and state legislation to assess the impact on business, financial, and grant administration operations; facilitates the development of responses, recommendations, and internal controls needed to ensure District-wide compliance.

- Integrates operations and drives collaboration among District and college operational units engaged in business, financial, and grant management activities.

- Serves as a member of the Chancellor’s executive cabinet; advises the Chancellor and other District executives on a wide range of business, finance, and grant administration matters that impact District and college planning and operations.

- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned responsibilities.

- Directs, oversees, and evaluates the performance of the Division management and staff, college financial and grant managers, consultants, and contractors.
The Vice Chancellor of Finance and Business Services will have the following minimum **required** qualifications:

- Master’s degree from an accredited institution of higher education; **AND**
- Five years of recent experience at a senior management level (Deputy, AVP, Director) with responsibility for corporate/entity-wide financial and business management and operations for an organization employing 500 or more employees.

The ideal candidate will also meet the following **preferred** qualifications:

- Advanced degree with a major in finance, economics, accounting, business administration, or a related field;
- Experience with a public educational institution; and
- Experience in grant development or administration.

The salary range for this job classification is as follows:
$218,212 to $256,233 per annum

- 24 days paid vacation annually
- 12 full-pay and 88 half-pay days of illness leave annually
- Medical, dental and vision care plans for employee and dependents
- $50,000 District-paid life insurance policy
- A minimum of 15 paid holidays per year
- Public Employees Retirement System
- Employee Assistance Program

The position to be filled is located at the Educational Services Center, 770 Wilshire Boulevard, Los Angeles, CA 90017. A competitive examination process will be administered and may consist of one or more parts which may include a training and experience evaluation, written test, and/or oral interview. Candidates passing all parts of the selection process shall have their names placed on an unranked eligible list of candidates. The eligible list will be forwarded to the Chancellor, who will then conduct hiring interviews and make a final selection. This position is designated as a **senior classified administrative position**.
For full consideration, completed applications must be submitted through our online employment system by November 22, 2019, 4:00 p.m.:

https://jobapscloud.com/laccd

Contact Information:
Personnel Commission: (213) 891-2129
24 hr Job Hotline: (213) 891-2099
TDD: (213) 891-2408
Email: Class_jobs@email.laccd.edu
Hours of Operation: Monday to Friday, 7:30 a.m. to 4:30 p.m.

LACCD is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status.