

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DIRECTOR OF BUDGET AND PLANNING**

#### **BASIC FUNCTION:**

Under the direction of an area administrator, coordinate the development of, and monitor the budget process and policy in order to provide accurate, timely and useful financial history and projections to the administrators for making financial decisions; prepare complex and technical budget analysis and planning functions; conduct budget and financial studies, preparation of reports, presentations and recommendations based on findings. Serve as a resource for staff; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, and in obtaining reports and information from county financial systems; direct the performance of a variety of accounting duties in support of budgeting and financial reporting, and the collective bargaining process. Direct the District operation of the Budget Office; may serve as the District's risk manager.

#### **REPRESENTATIVE DUTIES:**

Perform the analysis of complex resource issues. Direct the preparation of detailed budget charts, tables, and spreadsheets, as needed, in support of a variety of budgetary analyses and special projects. Compiles and displays data using table and graph spreadsheet applications. Prepare analyses for use by campus administrators when planning and making budget and other presentations. Responsibilities include the identification of relevant and usable data sources, selection of appropriate methods of data collection and data analysis, and reporting of conclusions, implications, and recommendations. Provide budget recommendations to respond to a wide range of issues. Develops, formulates, and recommends funding scenarios to address concerns and facilitate resolution. *E*

Conduct daily monitoring and maintenance of District finances; maintain and review expenditure and income data. *E*

Analyze revenues and expenditures to prepare monthly budget projections for the fiscal year; monitor department budgets; confer with staff regarding budget allocations; recommend corrective action for negative budgets and/or projected negative budgets for the fiscal year. *E*

Plan and development the annual budget; obtain, analyze, and review cost estimates; analyze personnel budget; prepare tentative and adopted budget documents; maintain documentation on the budget approval process and revisions. *E*

Direct the preparation of reports and projections comparing multiyear budget and expenditures; assist departments in determining costs of future needs following program review and other planning processes; perform a variety of accounting duties in support of budgeting and financial reporting, assist the District negotiating team by providing budget related analysis. *E*

Develop and establish the budget calendar. *E*

Oversee the budget balancing process; reconcile the budget with Federal, State and local agency reports. *E*

Develop, recommend, communicate, interpret and implement budgetary policies and procedures. *E*

Work closely with the California Community College Chancellor's office and other state and federal agencies on budget and grant related matters. *E*

Review availability of funding and approve budget revision requests, requisitions for faculty recruitment, faculty contracts, and new staff positions. *E*

Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information regarding Board, District, personnel, student, claims resolution, or controversial matters. *E*

Utilize county financial systems; prepare a variety of reports as required; serve as a resource for District staff in obtaining reports and information from the county financial systems. *E*

Survey and research budget analysis practices, procedures and methods utilized by other colleges, private industry and other agencies; make presentations and recommendations on best practices. *E*

Research financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on District operations. *E*

Train, assign work, supervise, evaluate and participate in the selection of assigned staff. *E*

Operate a variety of office equipment including computers and applicable software programs. *E*

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

Knowledge of:

Applicable sections of the California State Education Code and Government Code and items outlined in the State Chancellor's Budget and Accounting Manual.

Methods of monitoring and control.

Financial, statistical, and fiscal record-keeping principles.

Accounting and budget practices, procedures and terminology used in the District.

Research methods and report writing techniques.

Laws, rules and regulations concerning assigned budget analysis duties.

Financial analysis, research procedures and projection techniques.

Principles and procedures of District budgeting and accounting.

Personal and property liability coverage.

Process to investigate and process liability claims.  
Principles of supervision.  
Familiar with governmental funding, educations and/or related systems.  
Modern office practices, procedures and equipment.  
Operation of a computer and data entry techniques; competence in spreadsheets and word processors.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary

Ability to:

Analyze computerized accounting and budget data and understand the District's financial status.  
Perform complex technical budget analysis and planning functions.  
Prepare, maintain and review District financial records, accounts and reports.  
Make recommendations based on findings.  
Make presentations before large and small groups.  
Interpret and apply rules, regulations, policies and procedures.  
Develop expertise with county financial systems.  
Investigate liability claims.  
Negotiate insurance coverage plans.  
Serve as a resource for District staff.  
Demonstrate problem solving, leadership, management and supervisory skills.  
Communicate effectively both orally and in writing.  
Operate a personal computer and a variety of applicable software programs.  
Work independently with little direction.  
Meet schedules and timelines.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in accounting, finance, business administration or closely related field and four years increasingly responsible professional financial, accounting and budgeting experience, including at least two years of supervisory experience.

**WORKING CONDITIONS:**

Office environment; subject to constant interruptions.  
Position requires viewing a computer monitor for extended periods of time, reaching to maintain files, bending and standing or sitting for long periods of time.  
Incumbents are exposed to occasional contact with dissatisfied or abusive individuals.