

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

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DIRECTOR OF BUSINESS SERVICES

Appointment

1. The Director of Business Services is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Director of Business Services is responsible to the Vice President-Business Services.

Duties

The Director of Business Services is responsible for:

1. Supervising the purchasing for centralized bidding and purchasing of district supplies, equipment, and services.
2. Preparing district General Fund and Capital Budgets in cooperating with department chairmen and administrators for Board acceptance.
3. Making appropriation transfers as required by Vice President-Academic Services or Business Services, or as needed within existing department appropriations.
4. Maintaining budgetary controls for the General Fund and other funds for the district.
5. Reviewing bid documents and specifications for purchase of district equipment and outside service contracts.
6. Working with the Director of Accounting in developing business computerized packages, and be responsible for proper coding of expenditures. .
7. Preparing special financial reports and budgetary analysis in the expenditure of district funds.
8. Preparing district budgeted income and related state and county reports.

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9. Interpreting legislation as to district finances and prepare the necessary analysis and reports.
10. Supervising and maintaining control of district movable equipment by buildings.
11. Maintaining the District's Five-Year Plan of capital expenditures as governed by the Education Code and State requirements.
12. Preparing State and Federal applications for construction grants and equipment for buildings.
13. Preparing Preliminary Plan Packages and Project Planning Guides and related documents as required by the State's Five-Year Plan.
14. Working with the district architect in the coordination of the Five-Year Plan capital projects.
15. Developing program of equipment replacement reserves for the district.
16. Developing and maintaining inventory of classrooms and laboratories and related space as required by the State.
17. Preparing various budgetary and other financial reports for the County and State offices.
18. Assisting in the development of an efficient warehousing program.
19. Working with the Director of Maintenance and Operations in furthering implementation of an effective maintenance and operations program.
20. Act for the Vice President-Business Services in his/her absence.
21. Performing other duties as assigned by the Vice President-Business Services.

Adopted 8/5/69
Revised..... 12/14/76
11/3/81