



Core Competencies for Business Officers

CCBO supports and subscribes to the Competencies for Community College Leaders developed by the American Association of Community Colleges
http://www.ccleadership.org/resource_center/competencies.htm

Those competencies address the need for all community college leaders to possess skills in organizational strategy, resource and financial management, communication, collaboration, community college advocacy and professionalism. However, each leadership position poses unique opportunities and challenges, and therefore requires unique positional competencies. CCBO recommends that business officers strive to achieve and maintain competency in the following areas:

- Accounting, Financial Reporting and Tax Issues
- Auxiliary Services
- Board and CEO Relations
- Change Management
- Endowment Management, Grants Management and Working with Foundations
- Facilities/physical plant
 - Planning and design
 - Construction
 - Operation, Maintenance and Space Utilization
- Good and Ethical Judgment
- Human Resources and Collective Bargaining
- Internal Controls
- Investments/Treasury Management and Tax Exempt Financing
- Leadership Development and Succession Planning
- Organizational Design, Development, Administration and Management
- Problem Solving
- Purchasing, Procurement and Contract Negotiation
- Quality Assurance
- Risk Management and Business Continuity Planning
- Safety and Security
- Stakeholder and Media Relations
- Strategic Planning and Budgeting
- Technology

CCBO is committed to promoting competency in these areas through the development and delivery of professional development programs.