

JOB DESCRIPTION



Position Title: Vice President for Administration

Department: Administration

Employment Category: Executive

Primary Location: District-wide

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: Executive/Senior Administration

Position Summary: The Vice President for Administration (VPA) is a member of the senior administration and serves as the chief business officer of the college. The VPA is responsible for providing district-wide leadership, supervision, guidance and direction for financial services, facilities, human resources, procurement services, auxiliary services, and risk management, including long-term planning, contract and insurance management, and related programs and services.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides leadership to ensure the district designs, develops and delivers a comprehensive array of business and infrastructure programs and services that fulfill the institutional mission in budgeting, financial reporting, auditing, insurance, staffing, facilities management, compliance with State and Board related rules and regulations, and strategic financial, staffing, and infrastructure management and forecasting.

Plans, designs, develops and delivers district-wide financial, staffing, and infrastructure programs and services that implement the goals of a learning college; provides leadership for evaluating and ensuring quality in all aspects of the district's financial management, accounting, budgeting, procurement, personnel, and physical plant programs and staff; provides leadership and direction for engaging faculty and staff participating in support of district-wide fiscal priorities, e.g., budgeting, staffing, financial management, and asset management.

Recommends, develops, and implements financial, personnel, and facilities management policies, procedures and practices, which foster and promote student learning throughout the organization; recommends organizational structures, personnel, and resource management to ensure a student-centered environment at all levels; represents the college to various external entities and with outside agencies in matters relating to the district's business and infrastructure issues.

Provides leadership for multi-year tactical and annual operational goals designed to implement the strategic goals of the College President and Governing Board; assumes responsibility for other College affairs and matters at the direction of the College President; performs designated duties for the College President in his/her absence.

Performs other duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work

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harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in business administration, public administration or related field from an accredited institution of higher learning recognized by the US Department of Education

Ten years of progressive administrative and/or executive experience, preferably in a community college environment

Knowledge, Skills and Abilities:

Knowledge of and ability to comply with college policies and procedures

Knowledge of Federal, State and local laws, regulations, and guidelines related to position scope

Knowledge of management practices and principles

Knowledge of strategic planning and implementation

Knowledge of General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board regulations (GASB)

Knowledge of integrated business and physical plant programs

Knowledge of policies, procedures, and practices of assigned departments

Knowledge of facilities management, finance and related departments

Knowledge of budget preparation, monitoring and administration

Skill in supervisory practices and techniques

Skill in analyzing problems and identifying long term solutions

Skill in acquiring, allocating and managing resources

Skill in mathematical functions to adequately perform duties

Skill in developing and overseeing short and long-term goals and objectives

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Skill in presenting ideas and concepts orally and in writing

Ability to develop collaboration among diverse groups

Ability to be creative, innovative and willing to take risks to accomplish the goals of the institution

Ability to be an active contributing member of the community with a commitment to a management/leadership system that promotes student learning

Work Environment: Work is primarily performed under general supervision in an office setting. Travel, early morning, evening, and weekend work may be required.

Physical Requirements:

Essential functions of this position require: lifting, manual dexterity, (may include fine motor skills dependent upon position) ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: President

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.