

## Executive Vice President, Finance & Administration

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 22146

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

President.

### Job Purpose

Serves as the chief financial officer for the College. Administers the College's administrative services including Human Resources, Business Services, Finance Budget, Facilities Construction, Buildings Grounds, Emergency, Health and Safety, and Procurement Materials Management. Fosters collaboration with faculty, staff, and student organizations to advance the mission of the institution and to enhance shared governance and Servant-Leadership principles within the College. Serves as a member of the President's Leadership Team.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Leads the planning, budgeting, and management of Business Services, Human Resources, Finance & Budget, Purchasing Support Services, Facilities and Operations, Buildings & Grounds, and the Emergency, Health & Safety functions.
2. Develops institutional revenue options and expenditure guidelines and makes related recommendations to the President and Board of Trustees.
3. Maintains contact with the College's external auditing firms and prepares related responses to the Board regarding audit results and the annual management letter.
4. Oversees depository bid specifications and directs the investment activities.
5. Directs the development and preparation of the annual operating budget and monitors actual performance in relation to the Budget.
6. Participates in the development of College-wide policies and procedures and in the short and long term strategic planning process.
7. Oversees hiring, training, and evaluation of staff in accordance with College administrative rules and processes.
8. Chairs the Administrative Services Committee.
9. Leads and oversees the development of facilities planning, budgeting, and construction.
10. Other duties as assigned by the College President.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Management of the responsibilities of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Strategic planning and managing budgets and manpower needs

**Computer Skills*****Required***

- Demonstrated proficiency using standard office software applications.

**Physical Requirements*****Required***

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

**Work Experience*****Required***

- Five years work experience as senior-level management experience in higher education.

**Education*****Required***

- Master's degree in related field.

**Other*****Preferred***

- Certified Public Accountant.

**Safety*****Required***

- Provide resources for safe operation of units. Create and support workplace safety.