

TITLE: Vice President, Finance and Administrative Services

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 42

SCOPE OF POSITION:

Under the direction of the Superintendent/President, direct and supervise the non-instructional business and operational functions of the District; participate in the senior-level decision making process; serve as Treasurer for the District's two auxiliary foundations; serve as a member of the District collective bargaining teams with the faculty and classified negotiations teams; represent the District with external entities; may serve as the President's designee of the District in the absence of the Superintendent/President; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serve as the District's Chief Financial Officer; provide fiscal oversight of the District's financial resources including oversight of the Finance, Accounting, and Payroll departments, budgeting operations and activities, and risk management.
2. Oversee District Police, Purchasing, Warehousing, Facilities Operations, Environmental Health and Safety, and Auxiliary Services; prepare annual goals and objectives, and operations reviews.
3. Serve on various planning, policy and operations committees including the President's Cabinet, Institutional Planning Committee, College Council, PRPP Coordinating Committee, Fringe Benefits Committee, Budget Advisory Committee, and other committees related to planning and policy-making.
4. Provide leadership and direction for collective bargaining and contract administration activities; may serve as a principal negotiator with faculty unions; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; and ensure compliance with labor union contracts.
5. Prepare and provide timely information to the Superintendent/President, the Cabinet, and the Board of Trustees related to finance, legislation and collective bargaining.
6. Serve as the Treasurer for the SRJC Foundation and the Shone Farm Foundation; serve on the SRJC Foundation's Investment and Executive Committees; attend Foundation Board meetings.
7. Manage the District's insurance and risk management program and Self-Insurance Joint Powers Authorities (SWACC); serve as the District's representative on the SWACC Board, and Finance, Claims and Coverage, and Underwriting Committees.
8. Represent the District with external agencies, principally the Chancellor's Office and the Chief Business Officers Organization; serve as the District's representative on various external taskforces, accreditation teams, work groups, and oversight boards.
9. Chair the District's Budget Advisory Committee (BAC); provide information regarding legislation and State revenue-collections with potential to impact District finances; prepare and provide informational reports, and statistical and financial data to provide fiscal status.
10. Provide leadership for coordination, development and preparation of the District's annual budget; provide budget assumptions and develop revenue projections; prepare and present the District's Budget forums and Board meeting budget presentations.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions according to established procedures.
12. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned areas; oversee the proper disposal/destruction of records.

KNOWLEDGE OF:

1. Principles, practices and techniques of community college financial planning, strategic planning, investment management, and finance administration.
2. Applicable Federal, State and local rules and regulations, laws, codes, mandates, policies and guidelines related to the community college fiscal processes.
3. Principles and practices of supervision, evaluation and administration of personnel.
4. Leadership and managerial techniques.
5. Sound risk management practices.
6. Research and analysis methods/techniques.
7. Operation of a computer and various computer systems utilized in the District.
8. Board policies and procedures.
9. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
10. Interpreting and enforcing faculty and classified bargaining contracts.
11. Review and evaluation processes for the various financial and administrative operations and activities of the District.

ABILITY TO:

1. Lead, coordinate, direct, supervise and evaluate the overall fiscal, business, and administrative operations of the District.
2. Analyze situations accurately, articulate issues, research and analyze data/causes, develop and present options, articulate recommendations, and implement courses of action.
3. Write and interpret Board policies, procedures and labor union contract provisions.
4. Effectively train, supervise and evaluate assigned staff.
5. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Related Master's Degree or a CPA License plus a Bachelor's Degree in a business-related field preferred.

Experience:

Significant management/leadership in the area of finance, budget and accounting in a higher education setting preferred.