

**TITLE: Vice President, Finance and Administrative Services/Assistant  
Superintendent**

**CLASSIFICATION: Management Team – Classified Administrator**

**SALARY RANGE: 42**

**SCOPE OF POSITION:**

Under the direction of the Superintendent/President, provide district-wide leadership, supervision and oversight for finance and administrative functions of the District; actively 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; may serve as the President's designee of the District in the absence of the Superintendent/President.

**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 leadership for coordination, development and preparation of the District's annual budget and long range financial models; develop and implement budgets, financial plans and strategies, including estimating and strategizing maximization of income sources such as state apportionment from the Student Centered Funding Formula; prepare and present the District's budget information in various forums.
2. Provide district-wide leadership and direction for Finance and Administrative Services units including Accounting, Payroll, District Police, Purchasing, Logistics, Information Technology, Copy Center, Facilities Operations, Risk Management, Capital Projects and Custodial Services. Prepare annual goals and objectives and conduct operational reviews to ensure compliance with State, Federal and local requirements.
3. Oversee and provide leadership for the District Police department; maintain a safe and secure environment at all district sites; assist in the development and implementation of the District Emergency Preparedness Plan; develop, recommend, and oversee implementation of emergency management and other safety related initiatives. Collaborate with senior leadership to ensure district responsiveness to emergency events.
4. Approve plans and specifications for construction and remodeling projects; work with appropriate State agencies to assure approval of various construction and remodeling projects; ensure the completion of annual and long-term construction and facilities plans.
5. Chair and participate in District-wide committees; represent the District in the community and at local, State and regional meetings; maintain liaison with appropriate government agencies and professional organizations. Serve as the District's representative on the Student Housing Advisory Group, and various external taskforces, accreditation teams, work groups, and oversight boards.
6. Provide leadership and direction for collective bargaining and contract administration activities; may serve as a principal negotiator with unions; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; and ensure compliance with collective bargaining agreements.
7. Prepare and provide technical expertise and counsel to the Superintendent/President, the Cabinet, and the Board of Trustees related to finance, legislation, collective bargaining and other finance and administrative services related areas.
8. Serve as the Treasurer for and on the boards of the SRJC Foundation and the Shone Farm Foundation; serve on the SRJC Foundation's Investment, Budget and Executive Committees.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

9. Oversee the District's insurance and risk management program and Self-Insurance Joint Powers Authorities (SWACC). Participate in grievances, disciplinary meetings, and legal matters; review and analyze pending legislation, legal mandates, and regulations for potential impact on the District and develop mitigation strategy recommendations
10. Prepare and provide information to interested parties 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.
11. Provide leadership consistent with the mission of the District including short and long-term planning associated with the District's Strategic Plan and operational goals; collaborates with other senior leadership to coordinate and implement district-wide enrollment management, student support, fiscal management, grant oversight and institutional planning.
12. Provide leadership, vision and oversight for finance and administrative related strategic planning and related efforts including the Facilities Master Plan, Sustainability Plan, Technology Plan and Program and Resource Planning Process (PRPP) annual and program review cycles; develop Board, institutional, accreditation, categorical program, community, and other records and reports related to assigned functions.
13. Develop and recommend broad and/or specific policies, processes, regulations, and procedures for managing District activities or amendments to existing processes or policies related to finance and administrative areas.
14. Perform and oversee special projects and duties as requested by the Superintendent/President; may serve as the President's designated administrator in charge of the district in the absence of the Superintendent/President.
15. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions according to established procedures.
16. 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 and practices of supporting a diverse, equitable, inclusive, antiracist, and accessible environment.
2. Principles, practices and techniques of community college financial planning, strategic planning, investment management, and finance administration.
3. Community college accreditation standards and processes.
4. Applicable Federal, State and local rules and regulations, laws, codes, mandates, policies and guidelines related to the community college fiscal processes.
5. Principles and practices of supervision, evaluation and administration of personnel.
6. Leadership and managerial techniques.
7. Sound risk management practices.
8. Research and analysis methods/techniques.
9. Operation of a computer and various computer systems utilized in the District.
10. Board policies and procedures.
11. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.

**KNOWLEDGE OF – Continued**

12. Interpreting and enforcing faculty and classified bargaining contracts.
13. 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 financial 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 required. CPA License preferred.

***Experience:***

Significant management/leadership in finance; budget and accounting in a higher education setting preferred.