



Administrator Position Description

ADMINISTRATIVE TITLE: Vice President of Finance and Operations	
NAME OF ADMINISTRATOR:	
RANGE ASSIGNMENT: 8	POSITION CONTROL NUMBER: 00691590

POSITION PURPOSE:

The Vice President of Finance and Operations provides vision, leadership, and strategic direction for college-wide budget development, monitoring and forecasting, fiscal affairs, physical plant, auxiliary enterprises, institutional research, information technology, risk management, and safety/security programs. This position serves on the Executive Leadership and President Leadership teams and reports directly to the college President. As a senior leader of the college, this position provides critical input to the President on key college issues and opportunities.

Signature of Employee _____ **Date** _____ .

Signature of Supervisor _____ **Date** _____ .

DUTIES AND DELEGATED RESPONSIBILITIES:

- 1. Fiscal Services** **40%**
- Provide leadership, direction, and policy and procedure development and implementation in the areas of financial planning, budgeting, fiscal management, and contracts.
- Serve as the financial advisor to administration/management and regularly communicate fiscal matters with shared governance groups, student groups, and other college committees.
 - Direct the budget development and implementation processes of the college to reflect educational effectiveness and initiatives as well as organizational efficiency to support the mission and strategic plan of the college.
 - Direct the development of the quarterly and year-end financial statements and provide leadership and oversight to the annual audit of financial statements and other audits to ensure the college has adequate internal controls, no significant deficiencies in financial processes and a structurally sound financial condition.
 - Ensure compliance with federal, state, and system regulations, policies, and procedures.
 - Direct the development and application of effective internal fiscal and operational policies and procedures.

- Provide all routine and requested financial and data reports to the Minnesota State Colleges and Universities system office, including, but not limited to, the operating and capital budget, instructional cost studies, reallocation studies, designation of fund balances, reserve requirements, tuition and fees requests, enrollment projections and others.
- Develop and provide training and orientation to the college employees regarding budget, fiscal and fraud issues.

2. Facilities

20%

- Provide leadership for the facilities master planning, capital budget requests, contracts, physical plants and security and safety.
- Monitor the progress toward achievement of the objectives.
- Recommend goals, priorities, and actions for inclusion in the plan.
- Develop a process that includes all constituent groups and a collaborative decision-making model.
- Develop and implement policies and procedures for the scheduling and use of college facilities by college personnel and the community.
- Oversee a comprehensive maintenance plan for the college's long-term operations.
- Organize the process and format for planning.
- Serve as a resource person to the planning process, including the environmental scan, and other external factors that will impact the college in facilities planning.
- Identify new initiatives and opportunities for consideration in the planning process.
- Manage the capital budget requests through the System Office, the Board of Trustees and the Legislators visits.
- Report progress toward achievement of the plan for the college.
- Ensure capital-bonding funds are accurately managed and reported.
- Oversee sustainability and environmental stewardship efforts.
- Serve as the public safety advisor to administration/management and regularly communicate safety matters with shared governance groups, student groups, President Leadership team and other college committees.

3. Auxiliary Services

10%

Provide leadership, direction, and policy and procedure development and implementation in the areas of housing, bookstore and food service.

4. Institutional Research Services

10%

Provide leadership, direction and policy and procedure development and implementation in the area of institutional research.

5. Information Technology Services

10%

- Oversee the development of the technology strategic planning efforts for the college including developing long and short-term plans.
- Provide leadership to the IT Director and staff.

6. Personnel Management and Supervision

5%

Provide supervisory authority for direct reports in the areas of finance, facilities, safety and security, and auxiliary enterprises to achieve the objectives of each area.

- Exercise appropriate supervisory authority and delegation so that applicable labor agreements and plans are equitably administered and employees effectively perform assigned job duties to achieve departmental objectives.
- Identify staffing needs for each area and assess the qualifications of candidates and effectively recommend the hiring of employees to perform the job duties to achieve departmental objectives.
- Evaluate employee performance, reward or discipline employees, and effectively recommend the promotion, suspension, discharge, or change of status according to performance.
- Confer with staff members individually and/or as a group to help resolve operational problems, interpret and implement policies, rules and regulation, and employee contracts. Address personnel conflict in a collaborative manner.

7. Other Duties as Assigned

5%

- Participate in system and community meetings and represent the college at community and state functions.
- Chair committees and perform other duties as signed by the president.
- Meet with Student Senate and ensure the meet and exceeds required student consultation on tuition and fees.

Minimum Qualifications

- Bachelor's degree in a relevant field.
- High level administrative experience in a medium to large organization.
- Experience in financial analysis, planning, forecasting, and budgeting with demonstrated accuracy in forecasting financial positioning; ability to analyze, interpret, and effectively communicate statistical information to internal and external customers of the college.
- Strong interpersonal/human relation skills.
- High level of skill in leadership, management, supervisory, organizational, and human relations.
- Genuine commitment to inclusiveness and shared governance in leadership and decision making.
- Knowledge of principals of continuous improvement and quality management.
- Ability to identify and address issues and concerns in a diplomatic and sensitive manner.
- Effective written and verbal communication skills.
- High degree of computer literacy, including proficiency and demonstrated ability to use technology to develop business process efficiencies.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Valid Driver's License.

Preferred Qualifications

- Experience in higher education.
- Experience in college auxiliaries.
- Certified Public Accountant certification.
- Thorough understanding of the collective bargaining process and skill in the administration of collective bargaining agreements.

- Experience with facilities master planning, capital budget requests, and building construction activities.
- Experience with and commitment to sustainability, energy efficiency, and environmental stewardship.
- Knowledge of environmental safety, security operations, and emergency response planning.
- Ability to develop and maintain strong community and business relationships.

Direct Budget over finance, facilities, IT, IR, and auxiliaries

Works with:

College faculty and staff; Minnesota State Vice Chancellor-Chief Financial Officer, system office staff, and internal and external auditors.

Supervision: Direct supervision of 2 Business Managers and 1 IT Director, 1 IR Director and Facility Director.

Overall responsibility for business office, IT, IR, auxiliaries and facilities.