



Classification Description

<u>Job Title:</u>	Vice President, Administrative Services	<u>Pay Grade:</u>	Executive
<u>Division:</u>	Executive		Schedule
<u>Reports To:</u>	District President	<u>FLSA Status:</u>	Exempt
		<u>Job Code:</u>	1141

Job Purpose

This senior management position serves in an executive capacity reporting to the District President for overall planning, operation and evaluation of the college's non-academic programs and services. The position is responsible for providing senior leadership for administrative areas as assigned by the District President, including but not limited to, Financial Services, Budget Administration, Payroll, Procurement, Auxiliary Services, Student Financial Aid, Information Technology and Enterprise Application Systems.

Provides overall leadership and vision for areas of responsibility within the context of the college's vision, mission, goals and strategies. Represents the College in various civic, community and professional organizations at the local, state, and national level.

General Responsibilities

Essential Functions

Provides senior leadership direction in fulfilling the mission of the college in the district-wide management of areas of responsibility in collaboration with the Campus Presidents, District Vice Presidents, and key Administrators. Leadership includes the planning, administration, evaluation and continuous improvement of college-wide internal and external programs, projects and initiatives of the College.

Under the direction and leadership of the District President, leads in collaboration with the senior academic officer the oversight and coordination of strategic planning, analysis, and evaluation of the institution's effectiveness in fulfilling the mission, vision, values, goals and objectives of the college.

Provides senior management direction and administration of the college's management and college services functions, to include ensuring compliance with the provisions of all applicable federal and state regulatory standards, adherence to college policies and procedures, and Board of Trustees directives.

Develops, maintains and administers programs and operations to achieve established short and long term goals, objectives, initiatives, and mission of the college.

Vice President, Administrative Services

Under the direction of the District President and the Board of Trustees, is authorized as delegated to take action and make administrative and management decisions for all administrative functional areas of responsibility.

Cultivates and maintains professional contacts with other higher education institutions and professional organizations and associations concerning existing and developing community initiatives, and seeks opportunities for joint ventures and partnerships. Develops and maintains active liaisons with national, regional, and state peer groups.

Responsible for the planning, management and oversight of areas of responsibility including organizational structure, staffing, hiring, performance management, setting standards and evaluating staff.

Promotes quality teams through the effective use of the organization's performance management system (e.g. establishes performance standards, appraises staff accomplishments using developed standards, and takes action to reward and counsel as appropriate).

In collaboration with staff, develops and implements all budgets and overall financial strategy for the College. Also collaborates with other College leaders on large-scale projects and resource development.

Makes effective decisions and produces results through strategic planning and development, implementation and evaluation of programs and policies.

Sets goals and priorities that maximize the use of resources available to consistently deliver results; compares work performance and outcomes against standards to achieve quality results; holds self and others accountable for achieving results and achieving a standard of excellence

Embraces and employs the diversity of individuals, cultures, values, ideas and communication styles in the achievement of common goals.

Anticipates, identifies, diagnoses and consults on potential or actual problem areas relating to program implementation and divisional goal achievement.

Fosters an environment of respect, dignity, and compassion that affirms and empowers all of its members (students, faculty, staff, outside organizations, others you provide service to) while striving for the highest ethical standards and social responsibility.

Successfully implements creative ideas to move the organization, processes, and systems forward. Introduces new concepts, models, practices and services that serve to improve the Colleges value in the community

Develops and implements the emergent technologies for the unit and college within budget priorities, utilizing methods and strategies that create environments that are flexible and responsive to the needs of local and national trends and the College's mission.

Vice President, Administrative Services

Plans, organizes and manages resources to bring about the successful completion of specific project goals and objectives. Ensures the effective use of college resources, implements fiscally sound practices and environmentally sustainable initiatives.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in accounting, business, finance, or a related field.

Seven (7) years progressively responsible management/leadership experience.

Knowledge of applicable federal and state laws and regulations including generally accepted accounting practices and principles.

Demonstrated competency and experience in the areas of financial management, accounting and supervision.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Supervise a large functional area and associated staff.
- Think critically and provide sound recommendations to executive staff.
- Think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

Preferred Qualifications

An earned doctorate from a regionally accredited institution of higher education in business, finance, or public administration.

CPA (Certified Public Accountant).

Experience in higher education or government accounting.

Experience with the development and implementation of computerized integrated financial systems.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: Feb. 21, 2012.