Job Title: Vice President, Business & Administrative Services
Reports to: President
FLSA Status: Exempt
Level: 219
Position Class: A9998

Job Summary:
The Vice President for Business and Administrative Services is an experienced and innovative leader of a complex administrative division that is responsible for the financial leadership and fiscal management of the Institution, and the effectiveness and efficiency of financial and business operations. The Vice President is responsible for the oversight of all College business affairs, including accounting and budget (operating and capital), debt management and investments, human resource management, auxiliary enterprises, risk management, construction management and facilities planning. The Vice President recommends to the President courses of action which are ethically, legally, and financially sound and which promote the College’s primary goals of facilitating an exceptional learning environment and enhancing student success. The Vice President ensures compliance with Federal, State, and local laws; Florida Board of Education rules and regulations; and policies of the District Board of Trustees.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1) Works cooperatively with personnel in other areas of the College to ensure that the Institution is a vital force in the community – fulfilling its role as one of the primary providers of higher education in Manatee and Sarasota Counties.

2) Works with others to develop and implement strategic plans relevant to areas of responsibility consistent with the College’s mission, strategic objectives, values, vision, and policies.

3) Provides leadership in coordinating administrative activities designed to support organizational goals through continuous improvement, effective use of technologies, and quality programs and services.
4) Provides administrative supervision that promotes openness, collaboration, collegiality, respect and trust; along with the capacity to build and maintain high morale among employees.

5) Directs formulation of College-wide annual budget related to planned strategic priorities and assists departments in monitoring budgets in the area of responsibility.

6) Creates and directs the operation of systems to manage the fiscal resources of the College, through the Director of Finance, by ensuring that the College:
   
   a) Maintains proper management of College funds, including general current, general restricted, debt service, endowments, grants, scholarship, investment, and auxiliary funds.
   
   b) Develops effective fiscal policies and sound investment strategies. Executes contracts, drafts, and agreements, and performs other financial transactions that provide for the effective financial operation of the College.
   
   c) Supervises the accurate preparation and timely submission of required Federal, State and local fiscal reports.
   
   d) Provides efficient and supportive cashiering and payroll services which meet Federal and State regulations and College rules.

7) Creates and directs the operation of systems to manage the business operations, including purchasing, public safety, risk management and auxiliary services of the College, through the Director of Business Services by ensuring that the College:
   
   a) Provides purchasing activities that are compliant, fiscally responsible, and accountable to meet audit standards, current state laws and contribute to the College goals.
   
   b) Coordinates activities related to shipping/receiving, property control, and mail services to effectively meet College needs.
   
   c) Provides a college environment which supports the security of students, staff and College constituents and complies with Federal, State and local regulations.
   
   d) Maintains an effective and fiscally responsible risk management program which provides insurance protection for liability, casualty, workers’ compensation and property losses, and other risks as deemed appropriate, in compliance with required legal regulations.
   
   e) Operates fiscally sound ancillary services including College food service, vending contracts, and the bookstore that meet the needs of students, staff and faculty.

8) Creates and directs the operation of systems to manage the human resources of the College, through the Director of Human Resources, by ensuring that the College:
a) Maintains appropriate levels of qualified faculty and staff through comprehensive and current human resources management practices.

b) Develops and maintains competitive compensation and benefit programs designed to attract and retain a qualified workforce.

c) Promotes diversity in employment.

d) Develops effective human resources policies, processes and activities in support of College objectives which meet Federal, State and local regulations, and Florida Department of Education rules.

e) Provides College-wide training opportunities for staff that develop skills and knowledge to improve their performance, satisfaction, and the success of the Institution and which support the College’s mission and goals.

9) Directs the implementation of College long- and short-range facilities plans and construction management, through the Director of Facilities Management & Planning, by ensuring that the College:

a) Meets all building regulations and completes all reports required by Federal, State and local entities;

b) Develops and meets requirements of all facilities contracts within budgetary constraints;

c) Provides annual and five year plans to meet State requirements.

10) Represents the College in the community through active participation in community events, speaking engagements, committee assignments, etc. Promotes strong relationships with the appropriate school systems, other community colleges, and four year institutions.

11) Actively participates with State and national professional organizations, as well as other colleges and universities and professional development activities, in order to remain current with fiscal responsibilities, educational development, theory, research, and programming.

12) Performs additional duties as requested by the President.

13) Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• **Education/Experience:** Master’s Degree required, preferably in business, administration, or higher education. Extraordinary experience may substitute for advanced degree. Bachelor’s Degree in accounting or related financial field required. CPA or CMA certificate preferred. A minimum of 10 years of progressive management experience, preferably in higher education or other complex organization. Experienced leadership in strategic and capital planning, budgeting, government accounting practices, and supervision of business areas such as human resources, purchasing, facilities and other ancillary services.

• **Supervisory Experience:** Minimum of 5 years of supervisory experience of diverse functional areas.

• **Language Ability:** Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community. Strong verbal and written communication skills, with ability to work in team environment with participatory management style.

• **Math Ability:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to work with fiscal management, modeling, asset leveraging, strategic planning, and budgeting.

• **Reasoning Ability:** Ability to define problems, collect data, establish facts, draw valid conclusions, and develop creative solutions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc. Creative problem solving skills.

• **Computer Skills:** Broad knowledge of business practices and technology as used to improve Institutional operations. Advanced computer technology skills in spreadsheets, database management, word processing and presentation software, Internet and e-mail. Must maintain working knowledge of current technology integrated into all College systems. Understanding of strategic implications of technology in College operations essential.

• **Certificates and Licenses:**
  Certified Public Accounting or Certified Management Accounting preferred.

• **Responsibility for People and Property:**
  Supervision of all fiscal and business areas of the College. Strong interpersonal skills with the ability to direct and lead personnel.

• **Responsibility for Communication:**
  • **Internal Contacts:**
    All levels of College faculty and staff.
  • **External Contacts:**
    Community, academic and government leaders; students and students’ families; vendors, attorneys, all levels of constituents of the College.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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