



# Shawnee Community College Job Description

## Title: Vice President of Administrative Services

<b>Reports to:</b> <u>President</u>	<b>Location:</b> <input checked="" type="checkbox"/> Main <input type="checkbox"/> Anna <input type="checkbox"/> Cairo <input type="checkbox"/> Metro <input type="checkbox"/> Vienna
<b>Division:</b> <u>Administrative Services</u>	<b>Department:</b> <u>N/A</u>
<b>Classification:</b> <u>Administrative</u>	<b>Level:</b> <u>18</u>
<b>FSLA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Status:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp
<b>Effective Date:</b> <u>10/01/24</u>	<b>Grant:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### SUMMARY

The Vice President of Administrative Services is the College's Chief Financial Officer and provides leadership in matters related to financial/fiscal planning and budgeting, accounting, facilities and capital planning, debt and investment management, auxiliary services, purchasing, shipping & receiving, information technology, risk management, and campus safety. As a member of the College's senior leadership team, this position provides support to the President and other senior-level staff aimed at accomplishing the College's strategic initiatives and overall improvement of service to students and the community. Incumbent may act as chief executive officer in absence of the President, as assigned.

### MINIMUM QUALIFICATIONS

- A Master's degree in Business Administration, Finance, or a related discipline.
- 3-5 years of progressive leadership experience and a demonstrated track record of accomplishment in departments related to Administrative Services.
- Must be bondable.

### Preferred:

- A CPA (Certified Public Accountant), CPFO (Certified Public Finance Officer), or CSBO (Chief School Business Official) Endorsement.
- Community College Experience with responsibility in the areas related to functions of position.
- Experience with: interpreting financial statements; using enterprise level administrative software; maintaining regulatory compliance; and/or leading the development of long-term financial strategies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### LEADERSHIP

1. Create and sustain a supportive College culture that engages employees, recognizes diversity, ensures equity, promotes inclusion, and creates a sense of belonging by fostering an environment of teamwork, accountability, communication and vision.
2. Collaborate with senior leadership to ensure facilities, technology, and the College's business support services are optimized and support attainment of the College's strategic initiatives.
3. Serve as an advocate of employees supervised by listening and sharing their perspectives with appropriate personnel, researching best practices, and shaping Division operations in ways that improve college service and student learning.
4. Support and coach Administrative Services (AS) Team on matters relating to their employment.
5. Conduct research/analyze financial performance trends, including review of reports/analytics from the Enterprise Resource Planning (ERP) information system, to make informed decisions aimed at improving college operations.
6. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in AS; communicate with senior leaders to implement change in policy, practice, and resource allocation.
7. Promote a culture of assessment, quality improvement, and data informed decision making.
8. Lead the Administrative Services Council, Administrative Services Leadership Team, Business & Finance, and Facility Shared Governance Teams.
9. Advise the President on matters relating to AS, particularly those related to the enhancement of business and operation functions of the College.
10. Represent the College at various community, civic, professional meetings, and conferences, as directed by the President.
11. Serve as College Treasurer, as appointed by the Board.



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### ADMINISTRATION/MANAGEMENT

1. Ensure students, community members, external partners, and College employees receive excellent customer service in all interactions with each Department within the AS Division.
2. Oversee the administration of AS functions including, but not limited to, financial planning; budgeting; financial reporting/analysis; resource allocation; financial compliance; risk management; security; financial strategy/planning; external relationships; debt and investment management; facilities; capital planning; financial sustainability; revenue generation; grant management; and College operations.
3. Oversee all College related audit processes.
4. Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and feedback mechanisms to support the College's Administrative Services initiatives.
5. Identify staffing and recruiting needs; develop and execute best practices for hiring & developing talent.
6. Facilitate professional development, training, and certification activities for AS employees.
7. Coordinate the AS employee performance evaluation process.
8. Ensure the security and confidentiality of all student and AS personnel records.
9. Inform students, employees and the community of activities, policies, procedures, and programs, through such means as orientation sessions, the administrative policy manual, website maintenance related to AS related content, college intranet (i.e. MYSCC), social media posts, memos, various meetings, and the use of college-wide email.
10. Support other Divisions and Departments by providing data and input needed for activities/reports.
11. Supervise the preparation of the annual tax levy.
12. Oversee all College auxiliary services.

### ACCOUNTABILITY

1. Ensure compliance with federal, state, and local laws and regulations, including all requirements issued by Department of Education for institutions receiving Title IV funds, IPEDS reporting, the Mental Health Act, Alcohol and Drug Education/Drug Free Schools, FERPA, ADA, VAWA, etc.; work through the College's shared governance process to review and modify policies, procedures, guidelines, and practices to improve performance, and/or align with widely accepted best practices.
2. Ensure the College meets all Higher Learning Commission, Illinois Community College Board, Illinois Board of Higher Education, and other accreditation standards, eligibility requirements, and policies related to AA operations.
3. Promote an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of all AS Division operations.
4. Establishes performance standards for AS programs and services.
5. Prepare Board Reports.
6. Lead Finance, Budget & Investment, College Facilities, and Information Technology Monitoring activities.

### FISCAL

1. Lead the Board Finance Committee through financial and infrastructure planning activities.
2. Develop and manage College budget, AS Division, and associated Department budgets.
3. Prepare and administer grants.
4. Manage risk by monitoring conditions, events, and circumstances present through the performance of the essential functions of this job.
5. Manage risk by ensuring proper policies and procedures are in place and followed in all administrative support processes.
6. Implement policies and procedures used in emergency and/or crisis management situations.

### OTHER

1. Performs other related duties which may be required by the President (i.e. duties that may not be specifically listed in the class specification or position description, but are generally within the occupational series and responsibility level associated with the employee's class of work).
2. Work Monday thru Friday, during normal business hours; must attend monthly Board of Trustee meetings; must be able to periodically work outside of normal work hours to meet project deadlines, and/or attend meetings designated by the President.



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**SKILLS & ABILITIES** include the following:

- Ability to establish and administer appropriate accounting practices in compliance with Generally Accepted Accounting Principles (GAAP).
- Ability to maintain and secure confidential information in all of its forms.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with (or the ability to quickly learn) the College's Ellucian Colleague Enterprise Resource Planning (ERP) Student information system.

## **SUPERVISORY RESPONSIBILITIES**

Executive Assistant; Director of Business Services; Director of Facilities, Director of Information Technology; Custodial Services, Food Services; and, Security Services.

## **CUSTOMER SERVICE STATEMENT**

Consistently performs duties with concern, courtesy, and respect for all persons in a prompt and timely manner. Must work cooperatively with students, employees, and community members and be sensitive to issues of student and employee diversity. Consistently exhibits responsiveness to others in the organization at all levels and responds to requests for assistance from students, staff, and community members in a helpful and timely manner.

## **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.

**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. Lifting items up to 20 pounds in weight.

Sitting for prolonged periods of time.

## **WORK ENVIRONMENT**

Work is primarily in an office/school environment. Noise levels usually are moderate.