



TEMPLE COLLEGE  
TEMPLE, TEXAS

## **Job Description**

**JOB TITLE:** Vice President, Administrative Services/Chief Financial Officer  
**FLSA:** Exempt  
**SALARY LEVEL:** PL-10  
**DATE:** September 10, 2005

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

The Vice President of Administrative Services (VPAS) is one of three senior administrators reporting directly to the President of the College. The VPAS provides management and leadership for the administrative functions of the College. As chief accounting and reporting officer the incumbent assumes overall responsibility for the College's financial, general accounting, contracts, accounts payable and receivable, investments, and funding operations. Establishes and updates the College's financial policies and standards. Oversees the planning, direction, and administration of the College's support services which include facilities planning and development, physical plant management, Information Technology and associated infrastructure, and Human Resource functions.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

1. Help establish and carry out required duties that are consistent with the Value Statements of the College.
2. Establish College financial policies and transactional standards, ensuring consistency with the College's mission and strategic plans and compliance with Board of Trustees' policies, state and federal fiscal management laws and regulations, and generally accepted accounting standards.
3. Review and analyze major contractual obligations of the institution to ensure consistency with overall financial goals, objectives, and plans, and compliance with the College's financial policies, procedures, and standards.

4. Provide leadership and direction to the departments which directly report to this position.
5. Direct the activities associated with the security and investment of the College's assets and funds.
6. Participate with the President and other administrators in institutional planning, policy development, and problem resolution.
7. Provide direction in the management of the College's Physical Plant and facilities planning. Ensures that all operating goals, objectives, plans, and programs are consistent with the College's overall mission and strategic plan.
8. Oversee and direct the development and maintenance of a comprehensive Master Plan incorporating all institutional facilities and assets; ensures that the Master Plan remains responsive to institutional goals and objectives.
9. Provide general oversight of outsourced services which include the student apartment complex, food service, bookstore, and Golf Course.
10. Oversee preparation of business plans for all applicable departments resulting in the production of College budget documents.
11. Establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff
12. Initiate contacts, negotiates, develops collaborative agreements, and maintain relationships and partnerships established with business, external organizations, and other educational institutions. Prepare and make presentations to these groups or other organizations.
13. Promote grant applications for new or continued funding of grant programs
14. Oversee and assist in the on-going development and evaluation of staff.
15. Oversee the planning, direction, and administration of the College's support services which include facilities planning and development, physical plant management, Information Technology and associated infrastructure, Human Resource functions, and Safety and Security procedures and measures.
16. Assume all other job related duties as assigned by the President of the College

**MINIMUM EDUCATION AND EXPERIENCE:**

Master of Business Administration (MBA) with five (5) years directly related administrative experience within a community college or similar institution. CPA, in addition to MBA, preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Advanced verbal and written communication skills and the ability to present effectively to small and large groups. Ability to deal credibly and effectively with senior institutional leadership. Strong human resources development and management skills. Ability to foster a cooperative work environment. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate. Strong analytical, critical thinking, and decision making skills. Knowledge of assets and funds management principles, methods, business and support structures, processes, and techniques. Comprehensive knowledge and understanding of Federal and State financial laws, regulations, and operating guidelines as they pertain to public institutions of higher education. Organizational planning, structuring, and staffing skills. Knowledge and understanding of the mission, goals, organization, and operational/financial infrastructure of a Community College. Highly developed and comprehensive financial management skills. Ability to develop, plan, and implement short- and long-range goals. Knowledge of investment strategies and techniques. Ability to review and assess the operational and financial viability of new and existing contractual arrangements and grant proposals. Strategic business planning and business management skills. Knowledge and understanding of organizational performance benchmarking and measurement concepts, principles, and techniques. Skill in program planning, examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Ability to analyze and interpret complex financial and operational data and prepare business reports, projections, and recommendations. Ability to lead, guide, and integrate strategic planning processes and organizational goal development.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Office Manager, Associate Vice Presidents, Director of the Physical Plant.

**DIRECT SUPERVISOR:**

President, Temple College