

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT, ADMINISTRATION AND FINANCE

PAY GRADE: A-20

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To provide leadership and administrative direction for the fiscal and administrative areas of the college; to oversee the administrative aspects of all off-campus operations; to coordinate the planning for college space needs.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Masters Degree required, preferably in Higher Education, Administration, Business, Finance or a related field. Doctorate preferred.
2. Years of experience in field: Five years of experience in administration required, community college experience preferred.
3. Special skills or abilities related to position: Positive human relations' skills. Knowledge of state and local regulations for building construction and site acquisition. Knowledge of budgeting and accounting systems. Knowledge of the application of technology to the areas of responsibility. Ability to work with fiscal management, strategic planning, and budgeting. Knowledge of applicable federal and state laws and regulations including generally accepted accounting practices and principles. Broad knowledge of business practices and technology as used to improve institutional operations.

Ability to establish and maintain effective working relationships with employees and the public. Ability to manage a large, diverse group of employees rendering administrative services to other college departments and divisions. Ability to interact with divisions and departments and users of data processing. Proficiency in verbal and written communication skills.

Reinstated 1-18-12  
Deleted 6-30-07  
Revised 5-1-07  
Revised 8-13-03

ESSENTIAL JOB FUNCTIONS:

1. Provide administrative oversight and leadership to the following areas of the college: Business Office (such as cashiering, accounting and reporting, accounts payable, payroll and investments), Purchasing Department, Human Resources Department, Plant Operations Departments (maintenance, major renovation projects, custodial services, grounds care), Staff Services Department (postal services, switchboard, College mail services, and reproduction services), safety program, Public Safety Department, and Information Technology (programming and operation of the college's computing systems, maintenance of the college's networks, technical support). Coordinate college wide operation of all off-campus sites.
2. Administer the major construction programs of the college: assist with site acquisition, coordinate the selection process for architectural/engineering services, and manage new construction programs from the planning phase through occupancy of facility.
3. General oversight of the budgets for operating units assigned to this division.
4. Interact with all college divisions and departments through information systems, Construction planning, budget planning and management, personnel planning and management, and staff services.
5. Play a key role in the development of the college's annual budget.
6. Supervise contracts for auxiliary services (bookstore, cafeteria, conference centers, vending).
7. Serve as liaison to the college attorney(s) in matters relating to contracts and legal actions.
8. Represent areas of responsibility as a member of the College Council, Management Team and President's Staff.
9. Due to the scope of responsibility of this position and the need for the College to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and office of the Vice President of Administration and Finance.
10. Serve as the records Management Liaison Officer.
11. Provides active participation in professional, civic, and educational organizations, agencies, and activities which benefit the college and community.
12. Represents the President at functions and activities as requested.
13. Evaluates and monitors areas of the college for production quality, cost effectiveness in resource allocation, and efficiency in operations.
14. 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.
15. Supervises the accurate preparation and timely submission of required Federal, State and local fiscal reports.

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(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 marginal duties as required)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable Eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to travel to all campuses and attend state and local meetings.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 1 (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: College President

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