

<u>POSITION CLASSIFICATION</u>				<u>FLSA STATUS</u>	
<i>Administrator</i>	<input checked="" type="checkbox"/>	<i>Faculty-Managerial</i>	<input type="checkbox"/>	<i>Exempt</i>	<input checked="" type="checkbox"/>
<i>Managerial</i>	<input type="checkbox"/>	<i>Faculty</i>	<input type="checkbox"/>	<i>Non-Exempt</i>	<input type="checkbox"/>
<i>Professional</i>	<input type="checkbox"/>	<i>Classified</i>	<input type="checkbox"/>		

**Position Title:** Vice President, Administration and Finance

**Division:** Administration and Finance

**Department:** Administration and Finance

**Program/Workgroup (if applicable):** President's Executive Cabinet

**Primary Location:** Laramie County Campus – Cheyenne, WY

*The mission of Laramie County Community College is to transform our students' lives through the power of inspired learning. Our over-arching goal is that our accomplishments as a community college will distinguish LCCC from others in the nation, in turn benefiting our communities and bringing pride to the Great State of Wyoming. Our core values include Passion, Authenticity, and the Desire to Make a Difference.*

**Job Summary:** *Core responsibilities of this position include:*

Reporting to the President, the Vice President of Administration and Finance is the College's Chief Financial Officer (CFO), a member of the President's Executive Cabinet, and is ultimately responsible for helping the College think strategically about how it leverages its resources. This is a leadership position responsible for efficiently and effectively organizing, developing and administering the comprehensive administrative services of the institution. The departments supervised by this position include business/fiscal services (e.g., accounting, procurement, budget, etc.), physical plant/facilities, campus safety, and key auxiliary services (e.g., Children's Discovery Center, Bookstore, Food Services, etc.). The Vice President must relate well to the diversity of faculty, staff and students, and to the unique needs of the College. The Vice President must be committed to shared governance, team work, and creative leadership. The most sought after characteristics of this position's leadership requirements include sound judgment, flexibility, creativity, resourcefulness, humility and excellent communication, coaching, interpersonal, and motivational skills.

LCCC in its strategic plan has identified important Core Values and Aspirational Values, which are inherent in the cultural fabric of the College. The person fulfilling this role is expected to bear these qualities and advocate for them. <http://lccc.wy.edu/StrategicPlan/index.aspx#goal1>

*Other tasks may be assigned based on contemporary institutional need.*

**Organizational Relationship:**

The Vice President of Administration and Finance reports directly to the President. However, this position will work within broad policies, procedures, general guidelines and laws affecting areas of work but will not receive

day-to-day, prescriptive guidance from the President. Ultimately, this position has the authority for exercising independence and autonomy in its work to fulfill the responsibilities listed within this document, as well as College priorities set by the President.

---

## **Education and Experience Requirements:**

### Minimum Qualifications:

- Master's degree from an accredited institution is required, preferably in a related field such as an MBA, educational administration, economics, finance, etc.;
- Five years of experience in employee supervision and performance management; and
- Five years of professional experience with progressively increasing responsibilities in areas such as finance, organizational management, education administration, etc.

### Preferred Qualifications:

- Doctorate from an accredited institution in educational leadership, business, economics, finance, or a related field;
  - Experience working in an educational environment;
  - Administrative/executive work experience in higher education, preferably in a community college; and
  - Senior-/Executive-level experience overseeing complex financial and/or business operations and/or programs.
- 

**Essential Functions:** *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **Exempt, i.e., is not** eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative; other duties may be assigned).*

The Vice President of Administration and Finance is responsible for the effective conduct of the business affairs of the College and assists the institution in strategically leveraging resources to achieve its educational mission and improve institutional effectiveness. This position plans, directs and evaluates the business operations of the College including budget formulation and management, accounting and financial reporting, facilities planning and construction, building and grounds operations and maintenance, procurement and contracts management, risk management, and campus safety & security. More specifically, the major responsibilities of the position include:

### General Leadership/Management:

- Serves as the chief advisor to the President, and in his/her absence, the Vice President speaks for the College on strategic matters related to the business and financial operations of the institution.
- Serves as a liaison between the President and other Wyoming Community Colleges, the Wyoming Community College Commission (WCCC), State Government and Legislature, and other external constituencies regarding the financial and administrative services and operations of the College.
- Participates as a member of the College's executive team (President's Cabinet) by providing authoritative business and financial advice for use in decision-making and establishing the priorities of the College.
- Collaborates effectively with College leaders and teams on critical and/or complex business problems with the goal of developing effective solutions to these problems in part through leveraging the College's fiscal resources and navigating appropriate business and finance-related policies, procedures, and regulations.

- Establishes the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising Administration and Finance and monitors units for effectiveness and operational efficiency.
- Effectively supervises and conducts performance management for the directors and other employees this position supervises directly or is responsible for indirectly.
- Represents the College at a variety of meetings, committees, and conferences addressing administrative and financial operations of the College.
- Makes operational and administrative decisions on a daily basis. The position works with other members of the President's cabinet to formulate policy and make high-level decisions that affect the entire College.
- Interacts with faculty, staff, students and the general public on a daily basis, and will confer regularly with LCCC administration, other Wyoming Community College staff, as well as WCCC staff in order to accomplish the work assigned. This position may also have frequent interaction with Legislators and other elected officials, especially during legislative sessions.
- Represents the College in a variety of public settings and will have the authority to speak and act for LCCC in consultation with the President, and make operational decisions regarding fiscal, auxiliary and facilities services.

#### Business/Fiscal Management

- Through the College's integrated process of assessment of institutional effectiveness, planning, and resource allocation, this position leads the processes for development and monitoring of institutional budgets consistent with institutional mission, goals, policy and procedure, and applicable laws.
- Coordinates the planning, development and implementation of innovative approaches to fiscal management using technology, data management or analysis to support the College's mission.
- Oversees the management and coordination of all fiscal reporting activities for the College, including information for the Board of Trustees, WCCC, State Government and Legislature, Federal Government, and other external entities.
- Supervises the Directors of Accounting, Budget, and Procurement, and delegates accordingly to ensure the campus's accounting, investments, insurance, budget reporting, AR/AP, and other financial service elements are compliant, clean, and of the highest standards. Through these directors this position shall:
  - Oversee and monitor the accounting functions of the College including accounting services, employee payroll, and student accounts.
  - Direct the preparation of the College's financial reports and maintains a system for accurate accounting records storage and retrieval.
  - Ensure the College has established appropriate fiscal controls and compliance with them.
  - Oversee the College's purchasing and procurement processes in accordance with applicable institution, WCCC, and state policies, rules, and regulations.
- Develops short- and long-term financial plans that ensure College finances and budgets are managed in accordance with state law and generally accepted accounting principles.
- Actively communicates and educates the campus community on budget and financial processes and parameters to ensure transparency and efficacy in the fiscal operations of the College.
- Develops, recommends and implements institutional policies and procedures relevant to administrative and financial management and operations.
- Advises the President's Cabinet, College Council and the campus community on the fee-setting processes and outcomes, and the short and long-term impacts of these on the College.
- Manages the processes guiding the appropriate collection and expenditures of student fees.

#### Physical Plant Management

- Supervises the Director of the Physical Plant, and delegates accordingly to ensure the campus grounds are impeccable, custodial and maintenance services are high quality, and that facilities are appropriate in size, number and design to ensure a high level of satisfaction of the campus community.
- In coordination with the President, and where appropriate the Board of Trustees, facilitates the College's campus master planning processes and updates.
- Oversee the College's facilities planning, construction and grounds improvement projects, and deferred maintenance programs.
- Coordinates the College's participation in the WCCC's and the State's Capital Construction and Major Maintenance processes.

#### Campus Safety and Risk Management

- Supervises the Director of Campus Safety, and delegates accordingly to ensure the campus community is safe through the implementation of a model of public safety that incorporates security, communication, partnership with law enforcement, and preparedness.
- Develops and maintains the College's risk management program, including the oversight of institutional insurance coverage and claims, risk management analyses and planning, etc.

#### Auxiliary Services

- Oversees the operations of some of the College's key auxiliary services, including the following:
  - The College's Bookstore/Student Store, including contractual relationships with entities providing these services;
  - Dining and food services, including contractual relationships with entities providing these and other catering services; and
  - The Children's Discovery Center (CDC), the College's early childhood development/preschool program.
- Provides leadership, and where appropriate, delegates authority to key personnel in auxiliary areas to ensure these areas are not only self-sustaining, but profitable, efficient, and delivered with a high-level of attention given to internal and external customer service.

---

**Nonessential Functions:** *An employee in this position may perform some of these responsibilities on an infrequent basis.*

Other duties as assigned to support the overall operation of the College and/or illustrate commitment to supporting job functions at any level of the institution.

---

#### **Knowledge, Skills, and Abilities:**

##### Desired Personal Attributes:

The ideal Vice President of Administration and Finance will possess a cadre of personal attributes that allow him/her to relate well to the diversity of faculty, staff and students, and to the unique needs of the College. The Vice President must be committed to shared governance, team work, and creative leadership, and possess the characteristics of sound judgment, flexibility, creativity, resourcefulness, and excellent communication skills.

Other desired personal attributes of this person include:

- The ability to work and lead effectively in a collegial and participatory manner emphasizing team-building with all segments of the campus community;

- Effectively analyze problems, determine solutions, and take decisive action leading to successful results and outcomes;
- Effectively and appropriately delegate responsibility, motivate, direct, develop, and formally evaluate the work of others;
- Conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations;
- The ability to apply a high level of sound, independent judgment in the solution of complex business problems;
- Aptitude in the preparation and presentation of effective reports, recommendations, and correspondence;
- Represent the College to employees, students and the general public, demonstrating the personal characteristics of integrity, openness, creativity, and appreciation of others;
- Comfort and awareness of governmental, political and legislative processes, and Wyoming State and Federal statutes as applicable
- Willingness and general interest in communicating effectively with faculty, staff, students, civic and other groups, and the general public;
- The ability to anticipate conditions and plan ahead to overcome challenges or capitalize on opportunities;
- Track record of establishing and maintaining effective relationships with the business community and administrative and executive offices of the state and system; and
- Exercise tact, originality, and resourcefulness.

#### Required Knowledge Skills and Abilities:

- Demonstrated ability to develop, analyze and implement effective and innovative budget, financial and/or administrative strategies;
- Evidence of being innovative and creative, particularly related to solving complex business and financial problems that lead to goal attainment, cost-savings, revenue generation, or other types of innovation;
- Ability to effectively collaborate with other executives, leaders and teams to achieve organizational goals;
- Demonstrated ability to effectively manage and coach as an employee supervisor;
- Track record of engaging and contributing to larger organizational issues beyond the confines of typical position-related functions (e.g., beyond finance and administration); and
- A commitment to and understanding of the mission of the Community College.

#### Preferred Knowledge Skills and Abilities:

- Knowledge and use of continuous quality improvement principles in organizations;
- Financial forecasting and financial reporting skills;
- Knowledge of strategic and operational plan development, deployment and evaluation;
- Knowledge of facilities planning, physical plant maintenance and management, capital programs, and deferred maintenance;
- Understanding of principles and practices of governmental purchasing, procurement and material management; and
- Knowledge of risk management practices and procedures.

---

**Physical/Mental Demands:** *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

# Position Description

- To successfully perform the essential functions of this position, an employee must be able to maintain appropriate composure and necessary confidentiality with regard to both past and current employee, student, and donor data; documents; issues; etc., and respect privacy needs of employees, students, donors.
- While performing the essential functions of this position a variable work schedule may be required including long workdays, evenings, and weekends as needed.
- While performing the essential duties of this position, an employee would frequently be required to move around the assigned work areas as well as within hallways, meeting rooms, and other parts of the campus facilities.
- There may be multiple/daily instances of prolonged sitting, standing, and personal computer use, which would include keyboard and/or mouse usage as well as viewing a computer monitor.
- An employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds to perform essential position functions.
- Specific vision abilities required by this position include close vision, distance vision, and ability to adjust focus.
- The overall work environment requires the mental ability to shift focal point quickly due to interruptions; an employee must be able to mentally track multiple projects and tasking as well.
- The noise level in the work environment is usually moderate; however, there may be unexpected instances of somewhat loud sounds.
- It is not uncommon for individuals holding this position to experience times of extended hours of work to meet deadlines or handle critical projects. In addition to the hours of work associated with these peak times, the position may also experience varying levels of stress because of the critical nature of this work.
- There may be occurrences of employees, past employees, members of the general public, and others who express opinions, may exhibit strong emotions, which will require the employee to interact professionally, diplomatically, and appropriately in such situations.
- Overnight travel to meetings, conferences, and trainings may be required.

The overall work environment requires the mental ability to shift focal point quickly due to interruptions; an employee must be able to mentally track multiple projects and tasking as well. *NOTE: This position description is a general description; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

## HR OFFICE PROCESSING

	DATE	INITIAL
PD RECEIVED		
PD REVIEWED		
PD APPROVED		
POSITION DESCRIPTION EFFECTIVE DATE		

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_