

**Exempt Employee  
Job Description  
Content Summary**

Position Title: Vice President, Finance and Administration

Employee Name:

Date Completed: 1/11/19

**Position summary**

The Vice President for Finance and Administration (VPFA), reporting directly to the President, is a key member of the College leadership team and is responsible for implementing the shared College vision with the Vice Presidents for Instruction, Student Services, and the President, in long-range planning, daily administration of the College, and principle-centered leadership. The VPFA serves as the Chief Financial Officer and has administrative responsibility for six departments; provides leadership that demonstrates an appreciation of all College constituencies; contributes to the positive working environment of the College; and serves as a representative of the College in the community, region, and beyond.

**Reporting Relationships**

Position reports to: Luke Robins, President

Position supervises: Administrative Services

**Essential Functions**

- Lead a robust College strategic and operational planning and assessment process that aligns with resources as well as the College mission and vision.
- Support student success through leading the following: robust planning and assessment processes; effective financial planning and stewardship; construction, maintenance and operations of high quality buildings; state of the art information technology; recruitment and retention of outstanding faculty and staff; emergency preparedness and safety; and the development of funding resources.
- Lead the College's institutional research and institutional effectiveness processes to assure holistic assessment of college administrative and institutional operations to improve institutional level student learning outcomes.
- Lead the ongoing development and implementation of the College's short-term and long-term financial plans to assure the fiscal health of the institution through sound stewardship of financial resources in support of teaching and learning.
- Lead the ongoing development and implementation of the College's Facilities Master Plan to facilitate teaching and learning and practice sound stewardship of the institution's physical resources.
- Lead the ongoing development and implementation of the comprehensive Information Technology Strategic Plan to enhance educational opportunities and access as well as administrative effectiveness, through stewardship of technology resources.
- Lead efforts to seek new revenue and support ongoing development of grant opportunities for college success through collaborative partnerships.
- Offer informative, understandable presentations of business and finance issues to board of trustees and other constituents.
- Represent the College by participating in the WA CTC system leadership through service on Business Affairs Commission and other system-wide work groups.
- Serve as the College public records officer and risk manager.

- Serve as Acting President in the absence of the College President.
- Other duties as assigned

**Required knowledge, skills and abilities:**

- Embody the College's Guiding Principles and model high levels of integrity, ethics, and transparency.
- Facilitate the development of a shared vision through strategic planning.
- Exhibit and inspire an energetic, innovative, and collaborative approach to problem-solving.
- Evidence of successful administrative leadership that demonstrates exceptional organizational, communication, interpersonal, budget management, negotiation and personnel management skills.
- Considerable knowledge of accounting/finance/budgetary processes and procedures applicable to the community college system.

**Required previous experience:**

- Significant experience of progressively responsible, successful, relevant experience that includes considerable knowledge of accounting/finance/budgetary processes and procedures in higher education or in the public/private sector.
- Supervisory experience with demonstrated management abilities including supervision of staff, contracts, budgets and project management.

**Required physical abilities:**

Similar to those of any office-based position. Ability to sit, stand, move about the campus for required meetings, lift up to 25 lbs. of office equipment, books, etc. Operate digital office equipment, navigate web and other computer environments.

**Required work schedule and work environment:**

Position is normally scheduled Monday through Friday, during the normal hours of operation, at the Port Angeles campus. As an exempt employee, may be called upon to respond to events held in the evening or on weekends. Will be expected to travel periodically, both locally and nationally. A valid WA driver's license is expected, as public transportation is not always available to work sites beyond the main campus. This is a 12 month position.

**Required education or certificates:**

A baccalaureate from an accredited institution of higher education is required with a master's degree from an accredited institution of higher education preferred.

**Required background clearance:**

Yes.