

The Evergreen State College

Position Description

Date: October 16, 2007
Position Title: Vice President for Finance and Administration
Position #: 1112
Location: Sem II E3105
Organization: Finance and Administration
Incumbent: John Hurley
Reports To: President

Position Purpose: The Vice-President for Finance and Administration is a member of the senior leadership team of the College and reports directly to the President. As chief financial officer the incumbent is responsible for developing and articulating the long-range financial vision of the College, financial reporting, investment management and debt management. As the chief administrative officer of the College, the Vice President directs and administers programs, personnel and policy in human resources, payroll, purchasing, information technology, risk management, auxiliaries, and campus master planning including capital construction and facilities operations. The Vice President must align financial and administrative practices and resources with College objectives, and establish systems to ensure compliance with College priorities.

Dimensions of Finance and Administration Division

Number of Staff:	200
Annual Operating Budget	\$11,157,579
Biennial Capital Budget	\$53,984,000
Annual Auxiliary Enterprise Budget	\$6,684,000

Nature and Scope

The Vice President works closely and collaboratively with the President and other Vice Presidents (the Vice President for Academic Affairs and Provost, the Vice President for Student Affairs and the Vice President for College Advancement) to establish and implement strategies and objectives designed to meet the mission of the College as defined by the College's strategic plan and mission statement. To accomplish these objectives the Vice President directs the work of the following key positions: the Director of Business Services who administers the accounting, auditing, purchasing, risk management, payroll, print services, mail operations, conference services, bookstore, cash collections and control; the Director of Facilities who administers capital project design and construction, plant and grounds operations, motor pool, keys, health and safety, space management, campus land use planning and custodial services; the Associate Vice President of Human Resource Services who designs, implements and manages human resource programs for classified and exempt employees; the Director of Computing and Communications who administers administrative and academic computing, electronic maintenance and telecommunications; the Special Assistant to the Vice President who provides support to the Vice President for divisional operating budget the college's capital budget, and other special projects; and the Administrative Assistant to the Vice President who provides logistical and administrative support to the Vice President. The Vice President serves an *ex officio* member of the Board of Governors of The Evergreen State College Foundation.

The Vice President works under the direction of the President and receives general guidance from the Board of Trustees, the College's adopted policies and procedures and a broad array of state and federal rules, regulations, laws and accepted financial and accounting standards.

Essential Duties:

- As a member of the institution's senior leadership team provide collegial institutional leadership participating in community-wide major planning and decision-making for the College.
- Provide financial leadership and administration for the efficient, effective and strategic operation of the financial and administrative services of the College. Responsible for innovation in developing and administering potential alliances, investments, and management strategies that enhance the College's ability to meet current and future challenges. Provide high-level analysis of the financial situation of the organization and craft strategies to improve it.
- Direct and administer key units of the College involved in finance and administration with direct responsibility for selection, supervision, evaluation and development of a number of key institutional directors. Provide guidance, direction and support across the broad spectrum of functions reporting within the division.
- Establish goals, budgets, programs and administrative policies and procedures required to conduct the College's finance and administrative services.
- Enhance and/or develop, implement and enforce policies and procedures of the organization through processes that improve the overall operation and effectiveness of the organization. Establish credibility throughout the organization and with the Board of Trustees as an effective developer of solutions to business challenges.
- Oversee the development of a strategic IT plan for the organization; planning and budgeting of hardware, software, and related equipment; performing as a strategic interface in the technological needs of the organization; ensuring that the goals and responsibilities of IT fully support the organization's strategic goals and priorities.
- Serve as the Contract Officer with authority to sign all operating and capital contracts as provided by the Board of Trustees' guidelines and delegated by the President.
- Serve as the College treasurer.
- Work with the Foundation Board of Governors and its executive director as the Assistant Treasurer to The Evergreen State College Foundation providing counsel and expertise on issues related to Foundation operations, grants, investments and fundraising.
- Provide leadership and direction of campus master planning including: space management, land use, renovation, construction, and long-term facilities strategic planning.
- Provide coordination and development of the legislative 10-year Capital Budget Plan and biennial Capital Budget Requests.
- Represent the College as a member of the Inter-institutional Committee of Business Officers through the Council of Presidents. Provides institutional perspective on statewide policy and planning initiatives.
- Direct and administer labor/management relations and contracts.
- Manage audit functions including work and relationships with the State Auditor and private auditors on all audits and related corrective actions.
- Other duties as assigned by the President.

Knowledge, Skills, and Abilities:

1. Proven ability as a visionary leader demonstrated by a high level of initiative with a history of creative and “outside the box” thinking.
2. Ability to understand, interpret and translate complex institutional culture.
3. Strong management skills with ability to balance multiple and competing priorities.
4. Demonstrated project management experience with identifiable results.
5. Strong senior level fiscal management and reporting skills.
6. Strong operating and capital budget development and management experience.
7. Demonstrated ability to establish and maintain positive working relationships in a collaborative, culturally diverse work environment, and across a broad spectrum of constituents including faculty, staff, students, unions, and external constituents.
8. Proven ability to build effective teams both internal and external to the Finance and Administration division, including working with constituencies outside of the College.
9. Excellent interpersonal, verbal and written communication skills, including the ability to communicate complex issues in simple and understandable ways demonstrated through a substantial history of public speaking and authoring of a variety of reports, memorandums, management studies, newsletters or other similar work.
10. Strong formal and informal negotiation and mediation skills with a positive labor relations record.
11. Demonstrated understanding of a broad array of rules, regulations, and laws relevant to the range of functions within this division.
12. Understanding of legislative relationships and process.
13. Demonstrated solid understanding of:
 - a. Property and facilities development and management, including campus master planning;
 - b. Construction and renovation of major public buildings and facilities;
 - c. Information technology planning and infrastructure;
 - d. Human resources best practices;
 - e. Contract development and management;
 - f. Land use management;
 - g. Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Financial Accounting Standards Board and National Association of College And University Business Officers pronouncements;
 - h. Risk management practices;
 - i. Accreditation requirements.

Minimum Qualifications:

1. Five years of progressively responsible senior level administrative and management experience in finance and administration, in an organization with multiple departments and functions that must include direct supervision of upper level managers in at least three major areas.
2. A Bachelor’s degree in Business Administration, Management, Public Administration, Accounting, Financial Management or related field, or equivalent additional years of senior level management and administration experience.

Preferred Qualifications:

1. Advanced degree in Business Administration, Management, Public Administration, Accounting, Financial Management or related field.
2. Extra consideration will be given to candidates with the following additional qualifications;
 - a. Senior level higher education administrative/management experience.
 - b. Public sector management experience.
 - c. Experience with the construction and operation of green buildings and sustainable building practices.