

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Vice President for Administration/Chief Financial Officer		<i>BOT Date:</i> Oct 16, 2001	
<i>Level:</i> ADM03	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0303	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Directs, plans, coordinates, and oversees the college's financial and administrative functions and physical facilities. Develops the college-wide budget, recommending policies and procedures relating to finance and purchasing, and advising the college President and other senior staff on related issues. Manages the Auxiliary Services, Physical Facilities, Construction, and Records Management at the College.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Serves as chief financial officer for the district, insuring the integrity of financial accounting and reporting, and as custodian of all financial records. Assures the financial solvency of the District; establishes cash management practices.	15%
2.*	Directs the development of the annual budget and monthly reports on budget status.	10%
3.*	Directs the accurate and timely General Ledger recording and reporting.	10%
4.*	Advises the College President on policy issues which have district-wide impact.	5%
5.*	Meets with Campus Presidents and district Vice Presidents to review institutional policy and procedural issues.	10%
6.*	Provides direction for efficient and correct payroll operations.	5%
7.*	Provides direction for maintenance, renovation and construction of plant facilities.	15%
8.*	Assures efficient and effective operation of District printing, mail, telephone and security operations.	5%
9.*	Assures efficient and effective operation of all auxiliary service operations.	10%
10.*	Provides direction in purchasing functions including major contracts, bids and awards.	10%
11.*	Oversees administration of college-wide property records, inventory and materials management. Assures correct and timely recording and reporting of fixed assets.	5%
12.	Performs other similar and related duties as requested.	

* Indicates an "essential" job function

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Master's degree required, preferably in Business, Finance, Public or Educational Administration or closely related field. CPA preferred.	
<i>Experience:</i>	10 or more years prior related work experience required.	
<i>Planning:</i>	Make formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire college	
<i>Impact of Actions:</i>	<p><i>Operating Budget Responsibilities:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p> <p><i>Grant Fund Responsibilities:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p> <p><i>Revenue Generating Impact:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p>	
<i>Impact of Decisions:</i>	Work of position involves leadership, which routinely affects campuses of HCC and/or the surrounding community in a demonstrable way.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problem solving requires choice of courses of action, which are limited by broad company policy and requires understanding and evaluation of impact upon the College. Policy, procedures and precedent are created and/or approved by this position. Solutions effect College policy or operations.	
<i>Communications with Others:</i>	Regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>Supervision of Others:</i>	Supervises multiple functions, with full responsibility for effective operation and results. Nature of work supervised requires extensive training and experience, the ability to integrate diverse campuses of HCC and provide overall leadership for the institution.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several campuses.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	