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St. Petersburg College

Position Title: SVP Administration/Business & Information Technology

<u>Pay Schedule</u>	<u>Pay Grade</u>	<u>Classification Series</u>	<u>Classification Title</u>
Administrative & Professional	M	Academic Management	Senior Administrative Vice President

Job Summary for Positions in this Classification

This is the fifth of five levels in the Administrative Management series. The classification is responsible for the overall management of the College-wide administrative related functions. Incumbent oversees the administrative related departments and functions which enable the College to function fiscally, operationally, or administratively. Incumbent will develop the overall goals, policies, objectives; determine the strategy for the overall function; and focus on external relations to improve and increase the College's visibility and reputation. Incumbent will determine the overall budget and allocate resources to specific departments, programs, and functions.

Position-specific job summary

Plans, organizes, staffs, directs and controls all phases of management, policy formulation for District Office administrative/Business Services and Information Service functions. Oversees functions of Facilities Planning & Institutional Services. Serves as the chief administrative and operations officer and provides leadership and oversight for financial operations, information services, budget analysis, and planning.

Typical Essential Duties for Positions in this Classification

<u>These duties are a representative sample; position assignments may vary.</u>		<u>Potential Frequency</u>
1.	Directs staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.	Daily 15%
2.	Provides oversight, direction, and vision for strategic planning objectives; develops projects, business plans, and priorities to meet goals and objectives.	Daily 30%
3.	Leads meetings with boards, external and potential partners, the President, and/or donors make College-wide decisions on legislative and regulatory issues that guide the business process for the college.	Daily 20%
4.	Monitors, reviews, edits, and approves plans for compliance with policies, procedures, and strategic objectives.	Daily 15%
5.	Provides overall management and development of operating and capital budgets for assigned departments; reviews and approves expenditures and needed; solicits and monitors revenue.	Daily 20%
6.	Performs other duties of a similar nature or level.	As Required

Position-specific assignment within typical essential duties

- Plans, organizes, staffs, directs, controls and provides leadership to all phases of business operations including accounting, budgets, financial reporting, investment of funds, purchasing, auxiliary services, and institutional planning and research;
- Serves as chair of the College Planning and Budget Committee;
- Provides leadership for overall administration of the budget process in conformity with the College's strategic plan;
- Plans, organizes staffs, directs, controls and provides leadership to all phases of the College's central computing systems, data center operations, college-wide networking systems, computer hardware and software implementation and maintenance;
- Supervises and coordinates the information services planning, budget and compliance functions;
- Oversees Facilities & Institutional Services, including all phases of the operations of the physical plant for all college sites;
- Directs the strategic, budgeting and other special planning projects for administrative areas;
- Develops and implements college policies, procedures and budgets in assigned areas;
- Conducts studies of process efficiency to improve college operations and cost effectiveness;
- Ensures that accreditation standards are maintained and that financial integrity and internal controls support timely and effective decision-making;
- Serves on the Fiscal Oversight Group.
- Participates as a member of various college committees;
- Leads, guides, and provides oversight of the College's fiscal affairs with the President and President's Cabinet, including financial reporting to the Board of Trustees and the State of Florida, and management of investments of surplus funds to ensure continued health and integrity of the college's fiscal status;
- Leads and guides the development of college-wide strategic directions and institutional objectives with the President and President's Cabinet to reflect and ensure accomplishment of the college's mission, purposes, and initiatives;
- Support and guides the development of the College's annual operating budgets with the College President, Senior Vice Presidents and provides appropriate oversight of the budget system to ensure the college finances and budgets are managed in accordance with state law and generally accepted accounting standards;
- Leads, guides, articulates, and provides oversight to the College's Institutional Effectiveness processes, ensuring systematic accomplishment and integration among assessment, planning, budgeting, operations and use of assessment outcome data for continuous improvements;
- Leads, guides, develops, articulates, maintains, and provides oversight to the College's Strategic Technology Plan, including management of the College's Technology Oversight Group and approval of all technology expenditures;
- Develops information security policies, technical standards, procedures and controls that ensure efficient, secure management of financial, student, research and other electronic data assets;
- Leads, guides, and provides oversight to the ongoing maintenance, upgrade, testing of the College's technology infrastructure and services, including the all college wide central enterprise resources planning systems, learning management systems, networking and telecommunications, and the College's Technical HelpDesk to ensure the highest quality of technology services to student, faculty and staff;
- Monitors, evaluates, revises and/or designs college system administrative policies and procedures as necessary;
- Ensures operational efficiency and cost effective resource utilization in all functions under charge;
- Offers informative, understandable presentations of business and finance issues to Board of Trustees;
- Serves on various statewide committees as designated.

Educational Requirements*

Graduation from an accredited institution with an earned Doctorate degree in a related field to assigned area.

Experience Requirements*

Ten (10) years administrative experience, including five (5) years senior-level administrative experience in areas related to the position. Experience in managing multiple administrative areas of an educational institution. A proven record of administrative effectiveness in a collegial environment; demonstrated strength in written and verbal communication and an ability to present financial information clearly to diverse groups. Possession of strong analytical and problem-solving skills along with the ability to provide leadership and work effectively with staff, faculty and students. Experience in analysis of systems and procedures, and organizational and operational assessments.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Licensing Requirements

None

Knowledge, Skills, and Physical Requirements

Knowledge:

- Management principles;
- Educational administration;
- Public administration and governmental operations;
- Accounting and financial management principles;
- Applicable theories and principles related to area of assignment;
- Strategy development principles and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Program development and administration principles and practices;
- Project management principles;
- Public relations principles.

Skills:

- Providing leadership to lower level staff;
- Setting goals;
- Determining and implementing strategies;
- Deal effectively with postsecondary education colleagues, general public, the business community and with local and state elected officials, state legislatures, federal Congress, and administrative agencies of each, as well as other governmental units and foreign countries;
- Communicate effectively in public speaking engagements and within areas of supervision;
- Micro-computer applications and enterprise systems and programs;
- Demonstrated ability in providing quality services to internal and external customers supported by assigned areas;
- Perform complex financial analysis to support institutional planning;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing and administering budgets;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Managing change and sensitive topics;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and/or administrative projects, programs, and processes for areas of improvement;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Last Reviewed: Jun 18, 2013