

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Associate Vice Provost

JOB CODE: 0105

SALARY GRADE: 20

FLSA STATUS: Exempt

CALENDAR CODE: A1

REVISED: 02/25/2004

SUMMARY:

Provides leadership, direction, management, and administration of operational departments and makes recommendations on related policies and procedures that ensure college wide effectiveness. May serve in any of the following areas: Business Affairs, Information Technology or Human Resources.

DUTIES AND RESPONSIBILITIES

General

Directs and manages the activities of multiple functional areas in one of the following divisions: human resources, business affairs, or information technology:

Oversees the overall operations of unit(s) reporting to this position

Sets priorities, initiates projects, and issues directives regarding operations of a College department

Develops, directs and coordinates programs and procedures for implementation

Provides guidance and counsel to administrators in examination and definition of objectives for proper deliverance of services to employees and students

Develops and manages annual budgets for the department and performs periodic cost and productivity analyses

Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the College's goals and objectives

Oversees hiring and selection, training, supervising, and evaluation of staff

Performs other related duties as assigned

Business Affairs

Develops and implements financial and accounting policies and procedures to effect the operational and strategic business plan and provides financial reporting to College campuses and departments, students, federal, state and local agencies, and other external customers, as required

Human Resources

Provides delivery of college-wide Human Resources Services, including, but not limited to employment, training and development, employee relations, compensation, benefits, and compliance

Ensures efficient management and compliance with applicable federal, state and local laws in matters pertaining to several functional areas

Serves as part of a team in re-engineering programs within the department

Information Technology

Develops, integrates and monitors information technology systems and services to meet the needs of the faculty, staff and students

KNOWLEDGE, SKILLS AND ABILITIES (This position requires that the individual possess all of the General KSA's and all KSA's of their specialty.)

General

- Knowledge of institutional policies and procedures, regulations and bylaws, and the legal environment within which they operate

- Knowledge of current technological developments/trends in area of expertise
- Skill in organizing resources, establishing priorities and examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Skill in employee development and performance management
- Skill in budget preparation and fiscal management and the ability to identify and secure alternative funding/revenue sources
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to make administrative/procedural decisions and judgments and perform complex tasks and to prioritize multiple projects
- Ability to serve as a representative at community or business functions
- Ability to develop, plan, and implement short- and long-range goals and programs
- Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments
- Ability to initiate and direct technical projects in support of strategic and operational goals
- Ability to provide strategic guidance and counsel to clientele in the assessment of or development of proposed systems

Business Affairs

Accounting Services

- Knowledge of payroll, budget analysis, purchasing contracts and grants, physical plant, and personnel administration
- Knowledge of generally accepted financial accounting principles, financial/business analysis techniques, financial planning and budget management principles, policies, laws, and regulations, as applied to government institutions
- Knowledge of the structure, operations and requirements of federal, state, and local financial regulatory and funding agencies
- Knowledge of basic principles of investments and financial management practice
- Ability to make long-range plans and policy decisions relative to the financial and physical growth of the College
- Ability to develop and implement effective financial/accounting policies, financial data, plans and controls and manage resources
- Ability to establish, direct, and integrate the business and finance operations and programs of a major large college

Business Services

- Knowledge of effective risk management processes and techniques
- Knowledge of the budget process and Department of Education Policies governing the budget
- Knowledge of principles of financial planning and analysis and cost accounting
- Knowledge of the procurement process for goods and services adhering to established State statute and policies governing bid limits and Request for Proposals
- Knowledge of the activities comprising the Auxiliary Enterprise fund and devise actions that will optimize service, revenue and profit from this source
- Ability to make long-range plans and policy decisions relative to the financial and physical growth of the College
- Ability to establish, direct, and integrate the business services operations and programs of a major large college

Information Technology

- Knowledge of hardware and software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections
- Knowledge of the current and developing information technology services requirements in a large educational institution
- Knowledge of industry information technology and impact on processes
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Ability to communicate the information technology vision and to motivate staff towards achieving organizational goals
- Ability to coordinate and integrate computer systems development, enhancement and

modifications from overall information services perspective

- Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology

Human Resources

- Knowledge of organizational structure, workflow, and operating procedures
- Knowledge of human resources concepts, policies, and procedures in relation to public sector practices
- Knowledge of faculty and/or staff personnel management procedures
- Knowledge and skill in the effective use of standard and contemporary computerized information systems used in human resources practices
- Knowledge and skill in managing a specialized human resource function
- Ability to interpret and advise on the application of EEO laws and regulations to public sector faculty/staff hiring processes

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No or very limited physical effort required and no or very limited exposure to physical risk.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Master's degree in Business Administration or related field and seven (7) years of management experience in one of the following areas: accounting, finance, human resources, or information technology or a Bachelor's degree and eleven (11) years of progressive management experience in the respective fields