



Position Title:	Associate Vice Provost	Job Code:	0105-03E
Reports To:	Vice Provost	Job Group:	PEC
Department:	College-wide	Salary Grade:	20
Prepared By/Date:	Jennifer C. Brito/2-25-2004	FLSA Status:	Exempt
Approved By/Date:	Associate Vice Provost/9-1-2010		
Revised:	Martha Arrieta/9-14-2010		

Summary:

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

Essential 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 departmental and/or collegewide implementation
- Provides guidance and counsel to administrators in examination and definition of objectives for the appropriate delivery 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 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
- Monitors related policies and procedures to ensure compliance with applicable federal, state and local regulations.

Human Resources

- Provides delivery of college-wide Human Resources Services, including, but not limited to employment, employee 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 departmental re-engineering teams

Information Technology

- Develops, integrates and monitors information technology systems and services to meet the

needs of the faculty, staff, students as well as the College community

Knowledge, Skills and Abilities:

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 and complex 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 in a non-union/union environment
- 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/ADAA laws and regulations to public sector faculty/staff employment processes

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.

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.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

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

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name