



## Job Classification Description

### **DEAN OF ADMINISTRATION Non-Bargaining Unit**

**Grade 19  
Exempt**

#### **BASIC FUNCTION**

To plan, implement, manage and supervise the college financial and business affairs and the physical plant in compliance with the VSC Board of Trustees' policies and procedures.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Oversee and direct the preparation and management of the college's operating budget.
- Implement controls for the collection, management and disbursement of all college funds, including; state appropriations; tuition and fees, student activity funds, financial aid and grant funds and the funds related to auxiliary enterprises.
- Formulate and implement financial policies and procedures in compliance with established systemwide guidelines.
- Supervise the financial accounting and internal audit systems of the college and the preparation of all financial reports for internal and external business affairs and maintain the chart of accounts.
- Manage and act as signatory for all financial contracts and bank accounts maintained by the college.
- Oversee personnel and payroll functions, student billing, purchasing, services and supplies, and inventory maintenance.
- Supervise physical plant and security operations and services.
- Maintain adequate insurance protection for the college and its staff.
- Serve as the college personnel officer for non-faculty staff to implement the Staff Federation contract, guidelines for wages and classifications, recruitment, fringe benefits, evaluations and other personnel-related matters.
- Represent the college on committees, councils, task forces and other groups directed by the Office of the Chancellor and/or the Board of Trustees.
- Work with college and system councils to develop college and systemwide policies and procedures in financial and business affairs.
- Keep abreast of current developments in administrative and financial management.
- Perform other related duties as assigned by the President.

Dean of Administration, continued

### **SUPERVISION RECEIVED**

General supervision is received from the President.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of staff within the Business Office and all assigned departments and offices.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in Business Administration and a CPA or CMA with a Masters degree preferred, plus four to six years of relevant administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Thorough knowledge of higher education practices, principles and management.
- Thorough knowledge of accounting principles, practices and procedures.
- Experience in personnel and labor relations.
- Experience and knowledge of computer functions and operations.
- Ability to exercise judgment and discretion in applying and interpreting college policies and procedures.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.
- Ability to relate financial and administrative functions to overall college programs and goals.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**