NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Vice President for Administrative Services

Department: Administrative Services
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification III

Job Status: Full Time
Reports To: President
Amount of Travel Required: As needed
Positions Supervised: Controller, Administrative Assistant, Director of Plant Services, Director of Computer Services, Director of College Store, Food Service Operations, Director of Athletics

Work Schedule:

Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Contract Length: 12 months

PURPOSE:
The Vice President for Administrative Services is directly responsible to President of the College. He/she serves as the institution's chief fiscal officer and has primary responsibility for the supervision of all fiscal and business affairs of the College. The Vice President coordinates the job functions of the Controller, Director of Computer and Technical Services, Director of Athletics, Director of Plant Services, and College Store Manager. He/she is also responsible for Food Service Operations.

MAJOR RESPONSIBILITIES:

- **Fiscal Operations** – Maintains accurate and detailed records of fiscal transactions; ensures that adequate financial resources are available for College operations through cash management and prudent investments; provides for the safeguarding and accurate recording of all College assets. Coordinates shared development and administration of annual College budget. Monitors and revises annual budget as necessary. Works with state and federal agencies to prepare and submit accurate, timely reports. Coordinates and monitors external auditing activities. Oversees all external grants and contracts and monitors appropriate indirect costs. Oversees all purchasing and procurement functions to ensure compliance with state procurement laws and board policy. Serves as administrator of the college travel card program. Supervises Controller and business office staff.

- **Administrative Computer Services** – Supervises Director of Computer and Technical Services in development of computer systems, procurement of hardware and software, training of College staff, and maintaining the telephone system.

- **Auxiliary Enterprises** – Supervises College Store Manager in textbook procurement and sales, as well as general merchandise resale operations, graphic arts and printing services. Coordinates the activities of the contracted food service operations to provide nutritional meals to students and staff at a reasonable price.

- **Community Service** – Attends college and community functions, serves on civic committees as a representative of the College, and prepares and delivers addresses as needed.

- **Athletic Operations** - Oversees athletics including baseball, softball, and rodeo programs in cooperation with the Director of Athletics and Director of Housing.

- **Emergency Preparedness** – coordinates all aspects of emergency preparedness and disaster recovery for all college locations/functions.

- **Investment Officer** – Supervises the investment of available funds for operating accounts, debt service, and foundation funds in accordance with the College investment policy.

- **Foundation Support** – Serve as the fiscal agent for the Foundation. Provides coordination and oversight of Foundation investments. Provides support for Foundation activities.
POSITION CHARACTERISTICS:
The Vice President for Administrative Services must be an excellent analytical thinker, planner, organizer, and delegator of responsibility. Planning and organizational skills are essential. The Vice President must have technical accounting, investment, procurement and asset management skills as well as personnel skills in order to supervise and monitor the wide range of fiscal, computer operations, personnel, and auxiliary enterprise operations associated with this position. In addition, the Vice President should be an excellent communicator—both oral and written. He/she is a member of the Deans’ Council. He/she coordinates administrative services work activities with those of Instruction and Student Development Services, and Physical Plant Services.

ADDITIONAL ESSENTIAL POSITION FUNCTIONS:
- May exceed 40 hours per week on a consistent basis, including evenings and weekends.
- Visible and available on campus during the standard 40 hour work week.
- Available as necessary via phone, email and text including evenings and weekends.

QUALIFICATIONS
The Vice President must possess a Bachelor's degree in Accounting and a Master’s degree in Accounting, Business Administration, Computer Science, Economics, Finance, Mathematics, Public Administration, or Statistics. In any case, the Vice President must have completed at least nine credit hours of graduate level coursework in Accounting. The Vice President must be a Certified Public Accountant and have the best rating/status with the State Board of Public Accountancy. The Vice President should have at least ten years of full-time successful financial work experience in a supervisory role in an educational institution or governmental agency, with experience in cash management. The Vice President should also have a strong commitment to shared governance, a solid appreciation of faculty and other issues, and a strong commitment to affirmative action plans.

SIGNATURES:

_________________________________________  Date
Vice President for Student and Outreach Services

_________________________________________  Date
President