



## Vice President of Finance and Administration

### AA/EEO Statement:

Lane Community College is an Affirmative Action / Equal Opportunity / Veteran / Disabled Employer embracing equity, inclusion and accessibility. We encourage a safe and hospitable environment for women, minority, veteran and disabled candidates.

- Lane actively recruits Veterans and those with Disabilities for all positions. For accommodations and questions call 541-463-5586.
- Veterans, please fax, e-mail, mail or deliver your documentation (DD214/DD215/letter of disability) to Human Resources blunta@lanecc.edu, 541-463-3970
- Lane Community College insures that all veteran documentation submitted to HR will remain confidential.

### Position Information:

**Posting Number:** 190195

**Job Title:** Vice President of Finance and Administration

**Department /Division:** President's Office

### Applicant Notification:

Lane is partnering with Gold Hill Associates for the Vice President of Finance and Administration recruitment process.

- For more information contact Dr. Walter H. Nolte: [Walter@goldhillassociates.com](mailto:Walter@goldhillassociates.com), (307) 262-2576.

### The Position

- The Vice President of Finance & Administration (VPFA) reports to the President and is a member of the President's Cabinet. The VPFA is responsible for organizing, developing and administering the comprehensive financial and operating services of the College to reach institutional goals. The person in this role will promote an ethic of partnership and governance with faculty, staff, and students.
- The VPFA supervises and oversees a budget of approximately \$200 million, and may also administer bond funds. This role is critical in planning, directing, forecasting, and

coordinating the college's annual operating and capital fiscal plans; evaluating and advising on the financial and operational impact of policy options; and providing expert advice along with fiscal and operational policy recommendations to the President and Board of Education.

- The VPFA ensures that the college is effective in its use of resources to achieve its mission and that services optimally support student learning and success. The Vice President provides the leadership necessary to move staff forward in the implementation of policies and practices that support, promote and achieve the goals of the college strategic directions.

## **Diversity Recruitment**

As a vibrant educational institution, Lane is continuing to attract and retain a diverse student population. We are seeking qualified staff and educators to meet this need. Preferred candidates will be able to demonstrate active dedication to enhancing diversity and the role-modeling of cultural competency. Second language skills are strongly desired.

## **How to monitor your application**

1. Enter [recruitment@lanecc.edu](mailto:recruitment@lanecc.edu) into your safe sending list. Notifications will be sent toward the end of search process. Be sure to check your spam mail.
2. Visit your Employment Opportunities account. The main page will show your status in the search.
  - See applicant instructions. Positions close at 9:00 pm PST.

Applicants must complete the Lane online application in full. See applicant instructions below for how to apply.

**Location:** Main Campus

**Classification:** Management

**Position Type:** Management

**Anticipated Start Date:** April 1, 2020

**Salary/Wage:** Annual

**Salary/Wage Range:** Starting Salary Range \$93,052 - \$145,927 Annually (Management Salary Band 6)

**Salary/Compensation Statement:**

In addition to salary, an excellent benefit package is provided.

- Our Management Benefits package includes a generous contribution toward medical, dental and vision insurance, long term disability as well as paid sick leave and vacation time.
- All employees are compensated through electronic direct deposit.

**Grant Statement:** NA

**Working Schedule:** NA

**FLSA:** Exempt

**Position Status:** Permanent

**Full/Part:** Full-Time

**Annual Schedule:** 260 Day (12 Month)

**Annual Schedule Details:** NA

**Quicklink for Posting:** <http://jobs.lanecc.edu/postings/10021>

## POSTING TEXT

**Posting Date:** 12/06/2019

**Closing Date:** 01/31/2020

**Applicant Pool:** No

**Open Until Filled:** No

## Required QUALIFICATIONS

### Required Education:

- Earned Master's degree in business administration or a related field.

### Required Experience:

- Five (5) years of increasingly responsible multi-fund management, administrative and leadership experience, including responsibility for fiscal control and other general management functions.
- Demonstrated ability to develop, analyze and implement effective and fiscally sustainable budget and administrative strategies.
- Demonstrated experience with strategic and operational plan development, implementation and evaluation.
- A record of successful collaboration with bargaining units.

**Conditions of Employment: NA**

**Preferred QUALIFICATIONS**

**Preferred Education**

- CPA license

**Preferred Experience**

- Higher education or multi-fund financial management experience preferred, community college experience strongly preferred.
- Experience advising and working in collaboration with a board.
- Demonstrated experience administering entrepreneurial activities.
- Experience with facilities planning, management, and capital programs.
- Demonstrated experience with technology innovation as a means of enhancing or transforming the learning environment.
- Demonstrated experience working within a large-scale organization.
- Demonstrated experience with sustainable practices, particularly as they apply to educational institutions.
- Demonstrated record of successful collaboration with faculty, staff and student constituent groups.

**Bilingual/Multicultural Statement:**

- Multicultural experience and bilingual proficiency in World languages is preferred.
- A demonstrated commitment to promote and enhance the concepts of social justice and cultural competent behaviors is expected.

**Equivalency Statement:**

- Equivalent combination of training and experience will be considered for meeting minimum qualifications.

- Applicants are responsible to show how their personal training and experience would qualify them for the position.

### **Position Purpose:**

The Vice President of Finance & Administration, working with the President and the President's Cabinet, sets the vision and mission for college support services while providing leadership and management for their assigned divisions and departments.

### **Essential Functions**

#### **Areas of Primary Accountability**

Responsible for oversight of the Budget Office, College Finance, Facilities Management and Planning, Entrepreneurial and Business Services (Bookstore, Printing and Graphics, Food Services, Center for Meeting & Learning), Public Safety, Sustainability, and other departments as assigned.

#### **Leadership**

- Establishes the objectives, scope of service, structure, staffing and performance standards for Finance & Administration areas.
- Ensures Finance & Administration area functions to optimally support the college's learning-centered mission.
- Provides overall leadership in budget planning, preparation, analysis, and projections for the College.
- Guides the development of entrepreneurial activities, promotes and supports entrepreneurial thinking and practices.
- Develops and supervises the Finance and Administration teams through coaching, mentoring, facilitating and supporting professional development.
- Articulates college vision, mission, values and areas of focus. Represents the college to various college and external groups.
- Advocates and facilitates a positive climate of continuous improvement within the college.
- Demonstrates Lane's core value of Diversity by modeling and ensuring equity, inclusion, and cultural competency in all position responsibilities regardless of age, color, gender, disability, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.
- Demonstrates Lane's core value of Sustainability; continuously seeks out and fosters innovative strategies to advance environmental and financial sustainability at the college and within the larger community.

- Actively promotes sustainability work and initiatives by staff and students. Works to advance the college's standing as a national leader in environmental sustainability.
- Serves as a member of the President's Cabinet.
- Other duties as assigned.

### **Administration/Management**

- Develops an organizational climate that supports staff in accomplishing the goals and objectives of Finance & Administration.
- Provides information, education, and support to the Board of Education at regular intervals and on request, especially in relation to budget and finance areas.
- Oversees overall Finance & Administration budgets; utilizes data in decision-making to ensure effective, efficient and sustainable use of resources.
- Ensures the development of effective and timely financial and operating reports to the President, Board of Education, college constituencies, and federal, regional, state, and granting authorities.
- Supervises and provides direction to a team of managers; develops annual goals and evaluates performance.
- Assists in development of collective bargaining agreements and is responsible for their administration and maintenance.
- Ensures all assigned areas and staff implement the college's affirmative action and equal opportunity policies, goals, and timetables, including effective processes in recruiting and retaining a diverse workforce.
- Promotes and is a strong participant in college governance.
- Supports and promotes practices that result in development and implementation of equity and inclusion initiatives in assigned areas.
- Evaluates and maintains ADA compliance and appropriate access to persons with disabilities in order to provide for the success of students and staff with disabilities.
- Ensures staff development on equity, inclusion, and respectful learning and working environment issues.

### **Budget/Finance/Risk Management**

- Ensures the development and maintenance of appropriate administrative and operational procedures.
- Interprets, administers and ensures compliance with State and Federal, Board of Education and college requirements, policies, procedures and guidelines.
- Supervises the bidding, purchasing and contracting activities for the college.
- Ensures the effective development and communication of the College's emergency preparedness and emergency response procedures.
- Oversees long-range financial planning, and the development of the college budget-building process.

- Analyzes, recommends and oversees implementation of strategies and practices relating to financial management and fiscal sustainability.
- Leads and oversees the college's commitments to construction projects and facilities planning.

**Supervision Statement:**

Reports to the College President.

**Physical Demands/Working Environment:**

This position works indoors and is exposed to usual office working conditions that includes office noises and interruptions, such as printers, telephones, and visitors. This position requires that an employee be able to sit or stand for extended periods of time; perform cognitive and psychometric work for more than six (6) hours a day. This position may work with individuals who may be hostile or abusive. Work may require transporting materials up to twenty-five (25) pounds.

**Knowledge, Skills and Abilities**

Lane is committed to meeting the needs of our community, utilizing a participatory style of decision-making. This position requires the ability to work in changing environments and respond in a flexible and effective manner.

**Knowledge of:**

- Public-sector budget and financial processes, HR management and processes, labor relations, higher education legal issues; college policies, public relations; facilities management and planning, entrepreneurial development, auxiliary operations, and the contemporary implications and transformational nature of technology in higher education operations.
- A demonstrated understanding of higher education operational concepts, practices, challenges and opportunities.
- Knowledge of principles and standards of fund accounting for public colleges and universities.

**Skill in:**

- Collaborative and participatory decision-making utilizing the efforts of others, analysis, organization and administration;
- problem solving;
- interpersonal relationships;
- communication, coaching, mentoring, team building, recognition and collaborative leadership;

- facilitation and conflict resolution and negotiation; demonstrated cultural competence;
- crisis intervention and management;
- direct, open, clear and concise communication, both verbal and written;
- skillful and active listening;
- meeting facilitation; management of complex budget;
- strong financial skills;
- planning skills, vision and initiative to anticipate and manage rapid institutional and technology changes.

**Ability to:**

- Effectively lead, guide and encourage staff;
- be a visionary and transformational leader;
- be courageous;
- initiate and implement best practices;
- manage a high degree of complexity, including ability to address multiple projects and issues at the highest level of the organization;
- collaborate with collective bargaining units; foster and promote a respectful environment by interacting positively with students, staff and other members of diverse communities;
- promote an environment of innovation and creativity;
- work with community organizations and other institutions;
- advocate for Finance & Administration areas within the college;
- foster an active collegial, cooperative workplace;
- relate interpersonally with students, staff and the public; and
- promote a strategic vision for areas of responsibility.

**Applicant Instructions**

To be considered a candidate for this position, all of the following must be included in the application package:

**Required Documents**

1. Online Application – complete in entirety and submitted online please include at least three (3) work related references.
2. Resume – Comprehensive of experience, education and accomplishments.
3. Cover Letter – clearly detailing how you meet the qualifications for the position.
4. Transcripts – Unofficial or official transcripts are required at the time of interview, if selected.



**If applicable:**

5. DD214 – Veterans, please fax, email, mail or deliver your documentation (DD214/DD215/letter of disability) to Human Resources at Lane Community College. BluntA@lanecc.edu, 541-463-5970

***Additional Documents and Letters of reference are not accepted.***

**Questions?**

For assistance with search submission and position information contact Dr. Walter H. Nolte, [Walter@goldhillassociates.com](mailto:Walter@goldhillassociates.com), (307) 262-2576.

For assistance with the online application contact Amanda Blunt; [BluntA@lanecc.edu](mailto:BluntA@lanecc.edu), 541-463-5112

**Transcript Instructions:**

Transcripts are required if selected for an interview.

**College and Division Information:****The College**

- Lane Community College, a comprehensive community college in beautiful Lane County, Oregon invites applications for the Vice President for Finance and Administration.
- Lane is a learning-centered community college that provides affordable, quality, lifelong educational opportunities.
- Lane's core values center on learning, diversity, collaboration and partnership, integrity, accessibility and sustainability to ensure successful experiences for all of our students.
- More than 40,000 students take credit or noncredit classes at Lane each year. Lane has the second largest enrollment of the 17 community colleges in Oregon. Lane serves a 4,600 square mile area from the Cascade Mountains to the Pacific Ocean.
- Lane has received many awards and accolades for its innovative programs and high quality academic and student services. The college is a member of the League for Innovation in the Community College and in 2000 was selected by the league as one of 12 Vanguard Learning Colleges in North America for its outstanding record of achievement and innovation in improving learning and student success.

**Union Association:** Managers Working Agreement

**Posting Supplemental Questions**

**Required fields are indicated with an asterisk (\*).**

## Hiring Documents

### **Required Documents**

- Resume
- Cover Letter

**Optional Documents: NA**