Appendix J2.7

Vice President Admin Affairs
18. Describe in detail the specific duties and responsibilities assigned to this position. Attach additional sheets, if necessary, to properly describe the position.

This position serves as the chief financial officer and is responsible for the general fiscal functions of the University, including the formulation and interpretation of University’s policies under the fiscal area.

Responsible for developing, implementing and directing University financial management and fiscal programs, policies and procedures to insure proper utilization of assigned financial resources to optimize the support of University employees, the success of student financial programs and the accountability of all funds allocated to the University by the State of Florida, the Federal Government, Auxiliaries, etc.;

Responsible for maintaining management resources and the delivery of services in the areas of Fiscal Affairs, Construction and Facilities Management, Human Resources, Treasury Operations, Operation Analysis, Budget, Business and Financial/Auxiliary Services, Contracts and Grants.

Responsible for maintaining collective bargaining contract administration for staff employees;

Informs subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents;

Assesses and documents subordinates’ ability to comply with all relevant University Regulations and Internal Operating Procedures;

Employs measures of accountability for compliance with University Regulations and Internal Operating Procedures; and

Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.

Informs subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents;Assesses and documents subordinates’ ability to comply with all relevant University Regulations and Internal Operating Procedures; Employs measures of accountability for compliance with University Regulations and Internal Operating Procedures; Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.
19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.

Associate Vice President - 16789
Assistant Vice President Human Resources - 17418
Associate Vice President - 19175
Director, University Budget - 16759
Director, Purchasing - 16764
Director, Operations Analysis - 18622

Executive Assistant - 17575
Executive Assistant - 20192
Director, Business and Finance/ Auxiliary Services - 20170

20. SUPERVISOR’S POSITION: Number: 16750 Class Code: 9001 Class Title: President

21. WORKING HOURS:

a) Daily from 8:00 a.m. to 5:00 p.m.

b) Total hours per week 40

c) Explain any variations in work week, split shifts, on-call status, or rotations.

Expected to complete all responsibilities regardless of the time needed to complete

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Responsible for the accountability of all funds allocated to the University.

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

This position maintains a high level of confidentiality.

24. KNOWLEDGE/SKILLS/ABILITIES:

Knowledge and experience in supervision of planning, financial management.

Proven ability to develop, recommend and implement financial strategies.

Knowledge of the principles and practices of business management.

Demonstrated experience in financial planning and budget analysis.

Excellent management, communication, team building and resource development skills.

Strong decision-making and problem-solving skills.

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply.

☐ This position requires a background check and/or fingerprinting.

☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

☐ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

☐ This position requires licensure, certification or other special requirements described below.

26. SIGNATURES: Incumbent: [Signature] Date: 9.18.08

Supervisor: [Signature] Date: __________

Reviewing Officer: James H. Ammons Date: 9.24.08

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