

## VICE PRESIDENT AND DEAN OF ADMINISTRATIVE SERVICES - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the President-Westchester Community College, the Vice President and Dean of Administrative Services serves as Treasurer of the College and is responsible for the financial and business administration of Westchester Community College. As chief financial officer, the incumbent directs, plans, develops and implements financial systems and procedures which include: budget preparation, analysis and control, general accounting services, maintenance of financial records, payroll and personnel administration, supervision of auxiliary enterprises, campus support services, purchasing, contracts, materials management, food and vending operations, plant management and maintenance, and the collection of all revenue from students, governments, investments and other sources. The incumbent serves on the cabinet of the President and participates in the discussion, formulation and interpretation of College policies. Supervision is exercised over a substantial number of administrative and subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Sets financial policy, as Treasurer, and conducts long range planning projects and studies to enable the College to achieve its mission;

Directs the maintenance and audit of financial records of all accounts and funds of Westchester Community College and its subsidiaries, including supervision of receipts and dispersal of funds;

Plans, directs and coordinates the preparation, analysis and control of the annual operating, capital and non-recurring budgets for the Community College in accordance with the requirements of the County of Westchester and State University of New York, including the monitoring of expenditures and approval of requisitions for the purchase of materials and equipment;

Directs and administers the activities of the College's Personnel Department to ensure conformance with civil service law, contractual agreements, and administrative policies governing salaries and benefits;

Administers time and attendance procedures for purposes of payroll services and staff benefits;

Supervises the collection of tuition and fees, including accounts receivable, state and federal grants, gifts, rents and royalties, investments, securities, and real estate;

Directs the audit and payment of claims and the dispersal of funds in accordance with legal requirements and established procedures;

Establishes and monitors contracts for services, and procures all equipment, supplies and materials needed to support instructional programs and the operation and maintenance of the College;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs the operations for all buildings and grounds maintenance, repair and building services at the College, including major non-recurring repairs and construction projects;

Acts as college liaison with other County departments, local, state and federal government officials, consultants and the public on matters relating to the administrative affairs of the college, or as assigned by the President;

Directs campus support services and auxiliary enterprises including the operation and/or administration of office equipment and materials, food services, book store, cleaning services, switchboard, security, record retention, automobile dispatch and materials management;

Participates, as a member of the President's cabinet, in the discussion, formulation and interpretation of college policies;

Serves as member of Administrative Council, attends meetings and conferences and performs other duties as assigned by the President.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of the field of finance; thorough knowledge of the principles, practices and techniques of public administration, particularly, personnel management; ability to integrate academic and administrative affairs; ability to work effectively with public officials, professional organizations, student and community groups; excellent communication skills (verbal and written); excellent organizational and managerial skills, excellent interpersonal skills; sound judgement; integrity; resourcefulness; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Master's Degree\* in Business, Economics, Finance or Public Administration and six years experience in an educational institution, three years of which must have been in an administrative capacity.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of New York State Education Department as a post-secondary, degree-granting institution.