



Invites Applications and Nominations for
**Vice President of
Administration and Business Services**
at **Palm Beach State College** in Florida

For a confidential conversation on this leadership opportunity and the application process, contact Emily Parker Myers at emilymyers@myersmcr.com.

The Vice President of Administration and Business Services reports to the President and serves on the President's Leadership Team to develop college-wide policies for the institution. As the chief financial officer, this officer is responsible for administrative oversight of the financial and business service activities of the college.

The Vice President provides executive-level direction in fulfilling the mission of the college as it relates to the major functions of finance, foundation accounting, human resources, labor relations, security, safety, risk management, auxiliary services, purchasing, facilities, and Theatres. This officer provides overall direction and administration of strategic planning initiatives as it relates to the college's annual budgetary, forecasting, and financial planning process.

The Vice President participates in the evaluation and formulation of college policies and long-term programs that require thorough analysis of comprehensive data, capital funds, budgetary statistics, funds and investment accounting, resources allocation, and finances. The VP also develops and interprets policies and procedures.

Duties and Responsibilities:

- Direct and oversee comprehensive budget for college, including labor funding allocation, contract approval and strategic planning.
- Make recommendations or provide input/assistance with respect to bid documents, construction contracts, performance bonds, purchases, assignments, Board Reports for planning, design, construction, purchases, sales agreements, leases, and real estate.
- Assist in preparing, negotiating, and managing contracts/agreements entered into with external agencies and/or vendors. (This does not include grant contracts and labor negotiating.)
- Develop long-range goals, objectives, priorities, and recommendations.
- Develop short-term goals, including goals, objectives, priorities, and/or recommendations.
- Develop policy recommendations for consideration and adoption.
- Conduct all tasks related to the preparation of the annual and other periodic budgets for a department, campus, or college.
- Guide, lead, review, verify, observe, and manage the work of people reporting directly to you.
- Plan, direct, and control the work of people who do not report directly to you, but who provide support to the goals and objectives of your organization.
- Monitor and evaluate the performance of your employees.
- Work collaboratively with college administration to ensure effective attainment of College and campus goals, objectives, and development initiatives.
- Consult and advise within area of expertise.

- Communicate to college personnel and others through written and online methods administrative and informational matters, as necessary.
- Liaison among departments, functions or groups, within the college. Communicate information to appropriate personnel.
- Represent the college, at federal, state, and local meetings, seminars, or conferences as appropriate and at professional organizations related to institutional research within the state, taking a leadership role where appropriate
- Monitor various projects to insure maximum effectiveness and compliance.
- Chair college-wide committee and coordinates committee events.
- Attend regular, special and/or committee meetings and workshops of the Board, and respond to questions and concerns of members at other times.
- Communicate to college personnel and others through written and online methods administrative and informational matters, as necessary.
- Attend extracurricular/intramural and/or other cultural, social and community event, as required.

Minimum Requirements:Education and Experience:

- Master's degree within specific subject area related to the position or bachelor's degree with related experience in lieu of master's degree.
- Minimum of 12 years related experience and experience in higher education administration, including experience in supervision.

Licenses, Registrations, Certifications, or Special Requirements:

- Valid Florida Driver's License

Knowledge of:

- Principles and policies related to assigned functional areas
- Management and supervisory principles and practices
- Relative Federal, State and/or Local laws
- Budget practices and trends
- Microsoft Office Professional or similar applications

Skilled in:

- Strong leadership
- Developing budgets
- Advanced verbal and written communication
- Advanced communication in presenting technical data
- Strong analytical
- Strong time management
- Conflict resolution
- Multitasking capabilities
- Project management and coordination
- Advanced problem solving and decision-making
- Detail oriented
- Directing and managing others

Ability to:

- Develop and manage a budget formats and procedures

- Negotiate complex contracts through collaboration
- Make effective public presentations
- Manage and lead employees
- Analyze policy issues
- Develop and recommend program short-term and long-term goals
- Prepare reports
- Manage organizational change
- Work with diverse populations and varying education levels