



Job Title: Senior Administrative Vice President

CLASSIFICATION DESCRIPTION

Department: Administrative Leadership

Pay Grade: 125

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for the administration of assigned business operations/programs and to provide oversight and leadership for various departments, staff, and functions. Duties include: performing budget and fiscal analysis, planning, business data management, and risk management; overseeing assigned facilities and staff; ensuring safety and security of work environment; and advising senior management on strategies and operational priorities of assigned area.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Advises senior management on the financial impact of long range financial and organizational planning.
- Develops long-range strategies and goals.
- Provides oversight to assigned departments, projects, and programs; directs staff.
- Manages the preparation of related outlook, reports, and forecasts.
- Coordinates audits of assigned area and provides recommendations for improvement.
- Leads and guides the development and implementation of projects and plans.
- Ensures sufficient inventory, security, and protection of physical assets within assigned area.
- Conducts risk assessment in the areas of finance, facilities, projects, and operations.
- Ensures contracts, agreements, records, and other documents within area meet legal guidelines.
- Purchases materials and services in accordance with state bid law requirements.
- Ensures systems for administrative area are functioning and meeting the needs of the users
- Has oversight for handling grievances, complaints, and disciplinary actions.
- Develops and maintains internal and external work relationships.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree; ten (10) years of related administrative experience including five (5) years at a senior administrative level and five (5) years of personnel management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of project management;
- Principles of leadership, organization, and management;
- Principles and practices of financial management;
- Principles and practices of personnel management;
- Principles and techniques of management analysis and program evaluation;
- Legislative and administrative processes;
- Research methods;
- Diverse populations and cultures;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Advanced principles of assigned area of responsibility; and
- Computers and related software applications.

Skills in:

- Communicating, both verbally and in writing;
- Negotiating;
- Proficiency of Microsoft Office Suite;
- Establishing and maintaining effective work relationships with others;
- Planning, analyzing, and valuating programs, service, operational needs, and fiscal constraints;
- Preparing clear, concise, logical and effective verbally and written reports and presentations;
- Developing, managing, and administering budgets;
- Developing long-term strategic and tactical plans;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Supervising others;
- Mediating conflict;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information.

Ability to:

- Apply a high level of independent and sound judgment in solving complex problems;
- Handle multiple priorities;
- Select, develop, and supervise staff;
- Work effectively with other senior level executives at SPC;
- Build and maintain a pipeline of clients/partners;
- Relate business knowledge of the needs of the collegiate environment;
- Manage change and sensitive topics;
- Exercise tact, originality, and resourcefulness;
- Direct, monitor, and evaluate collegiate policies and procedures;
- Interpret and apply applicable laws and regulations; and

- Analyze academic and administrative projects, programs, and processes for areas of improvement.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Licenses or certifications required depending on assigned area

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.