



Harford Community College has served as an anchor institution in Harford County since its inception in 1957. We are a mid-sized, comprehensive college committed to serving our community through high caliber educational offerings and cultural events.

As we celebrated our 60th anniversary, Harford Community College has embarked on a journey to examine and reset its foundation. To that end, we recently became an Achieving the Dream institution, are working to enhance our student experience, and are actively building a strong data infrastructure—all in preparation for a 2019 strategic plan that will propel Harford Community College into the future.

Our beautiful, 352-acre campus is located in the heart of vibrant Harford County, Maryland, and conveniently located near Baltimore, MD; Philadelphia, PA; Washington, DC; and Wilmington, DE. We offer more than 70 affordable degree and certificate programs to nearly 2,000 full-time and 7,500 part-time students, as well as a wide variety of noncredit continuing education courses to nearly 11,000 students per year.

The ideal candidate is an innovator, creative problem-solver, and is invested in creating the College of the Future. The successful candidate will be a collaborative leader and strategic partner who forges strong working relationships and partnerships across divisions, understands and values shared governance, and promotes an inclusive environment on behalf of student success and academic achievement. If you are an astute, accomplished financial leader who believes in a world in which education can change lives, we're looking for you!

The Vice President for Finance, Administration, and Operations reports directly to the President, serves as the College's Chief Financial Officer, and is a member of the Executive Leadership Team.

### **Overview**

Plans, directs, develops, and implements financial, administrative, and operational systems and procedures that include:

- Budget Preparation
- Analysis and Control
- General Accounting Services
- Human Resource Management
- Purchasing, Procurement and Contract Management
- Plant Management and Maintenance
- Facilities Planning, Construction and Operations

- Risk and Project Management
- Select auxiliary enterprise oversight (Bookstore and Dining Services)

### **Leadership**

- Establishes the objectives, scope of services, structure, staffing, and performance standards for the division while ensuring the division functions optimally in supporting the College's mission.
- Provides leadership in strategic planning and execution for the division.
- Guides the development of entrepreneurial activities, promotes and supports entrepreneurial thinking and practices.
- Develops and supervises the division through coaching, mentoring, facilitating and supporting professional development.
- Actively participates in College executive team meetings, staff meetings, councils, and other committees.
- Works collaboratively across the College.
- Articulates College vision, mission, values, and areas of focus.
- Represents the College to various College and external groups.
- Promotes and fosters collegiality between the division and other areas of the College.
- Advocates and facilitates a positive climate of continuous improvement within the College.

### **Finance and Administration**

- Responsible for the strategic financial plan development that sustains the fiscal health and stability of the College.
- Develops and maintains financial policies and procedures capable of supporting College operations, in accordance with sound financial management principles and government regulations.
- Responsible for revenue forecasting, operating and capital budget development, planning, and allocation of financial resources.
- Manages and leads the communications and meetings with the Board of Trustee's Finance and Audit Committee.
- Responsible for the College's and Foundation's annual financial statements and audits as well as internal audits for the College.
- Provides leadership and works to maximize financial performance of select auxiliary units including the bookstore and dining services.
- Oversees all human resource functions including employee benefits, compensation structures, and compliance with applicable federal and state legislation.
- Responsible for comprehensive procurement policies and procedures that ensure the efficient and economic delivery and payment of goods and services.

### **Operations, Risk Management, and Campus Safety**

- Guides the implementation of the College's Facilities Master Plan and the annual Capital Improvement Plan; leads efforts to update the plan on a regular basis.
- Responsible for the physical plant and maintenance of all physical properties (maintenance, grounds, and custodial).

- Maintains a safe and secure campus environment; assesses the College's Emergency Preparedness Plan.
- Coordinates the development of business continuity plans to allow the College to continue operations and recover after an emergency situation.
- Oversees the implementation of a risk management process to identify and manage strategic risks.
- Conducts internal audits, mitigates insurable risk through a comprehensive insurance program, and maintains appropriate liability coverage for College operations.
- Oversees project management assistance to the Executive Leadership Team on key strategic initiatives.

**Requirements include:**

Master's degree in Business, Finance, or a related field is required; CPA preferred. At least seven years of increasingly responsible higher education administrative, management, and leadership experience with direct oversight for many, if not all, of the functions listed above. Higher education experience is a must; community college experience is preferred. Must possess excellent communication skills.

Qualified applicants can apply by completing an online application. Applications should consist of a substantive cover letter that specifically addresses how the candidate's experiences match the qualifications, a resume or curriculum vitae, and a list of at least 3 professional references with full contact information (references will not be contacted without explicit permission from the candidate). For best consideration, please [APPLY ONLINE](#) by February 24, 2019. Only complete applications will be accepted and reviewed.

*HCC is a smoke/tobacco-free campus. HCC is an AA / EEO / ADA employer committed to diversity in the college community.*

ACADEMIC SEARCH