



## **Classification Description**

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**Job Title: Senior Vice President/Chief Operating Officer (COO)**

**Pay Grade: Executive**

**Job Code: 4088**

**FLSA Status: Exempt**

### **Job Purpose**

This senior management position serves in an executive capacity as the chief operating and financial officer reporting to the President for overall planning, operation and evaluation of the College's non-academic programs and services assigned to the Office of the Senior Vice President/COO. This position has administrative responsibility for the direction, coordination and control of all fiscal activities; planning/developing internal control systems; oversight of cash management and risk management programs for the College; directing the Office of Financial Services to include procurement, payroll, bursar/cashiering with responsibility for the accounting systems; oversight of student financial aid; oversight of the FSW campus police, auxiliary services and coordinating the College's contract review process. Additionally, the Senior Vice President/COO is tasked with overseeing developing strategies related to legislative affairs and government relations.

The Senior Vice President/COO provides overall leadership and vision for areas of responsibility within the context of the College's vision, mission, goals and strategies. This position recommends and develops policies and operational procedures related to College goals and strategic planning, state financial support, federal funding and other sources of revenue and developing the legislative agenda and priorities for the College. The Senior Vice President/COO also represents the College in various civic, community and professional organizations at the local, state, and national level. This is an executive on annual contract position.

### **General Responsibilities**

#### **Essential Functions**

Provides leadership and oversight of College departments including Financial Services, Payroll Services, Campus Police, Financial Aid, Auxiliary Services, Risk and Contract Management, and Legislative Affairs.

Plans, organizes, controls and directs the formulation of business and fiscal policies; makes recommendations to the President and the Board of Trustees regarding the business and fiscal aspects of the College.

## SENIOR VICE PRESIDENT/CHIEF OPERATING OFFICER (COO)

Serves as an advisor to the President related to operational and financial issues regarding strategic matters related to finance administration, facilities services, safety and other key operational concerns.

Under the direction and leadership of the President, collaborates with the President on the analysis and evaluation of the institution's effectiveness in fulfilling the mission, vision, values, goals and objectives of the College.

Provides senior management and administration direction on the operational and fiscal policies of the College, to include ensuring compliance with the provisions of all applicable federal and state regulatory standards, adherence to College policies and procedures, and Board of Trustees directives.

Assures the fiscal integrity and financial solvency of the College; participates in long-range financial planning, manages fiscal processes and assures effective internal controls and appropriate use of College funds to achieve College objectives and goals; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Oversees the various financial, federal and operational audits and the implementation of the auditor's recommendations.

Oversees the College risk management programs, mitigates risk and assures effective insurance coverage of College property and personnel.

Responsible for the Auxiliary Services of the College to include but not limited to food service, bookstore, event services/management and printing services. Negotiates auxiliary contracts with third parties and other College business contracts; oversees College contractual and public bidding processes.

Oversees the College's contract review process to include, but not limited to, assisting the various College departments, serving as the liaison to the General Counsel office as necessary for legal review, and maintaining a centralized contract database.

Provides oversight, strategic and operational guidance to the financial aid team, ensuring a high standard of service and expertise. Leads the team in all aspects of financial aid administration, including planning, execution, and evaluation of services.

Maintains thorough knowledge of federal financial aid regulations and ensures all financial aid practices comply with these standards.

Oversees FSW Campus Police agency including disaster recovery plans, emergency preparedness, Clery Act reporting, and continuity of operations.

Directs the preparation and maintenance of a variety of reports and requests for information related to area programs, projects, compliance, services, systems, financial activity, personnel and assigned duties; assures mandated reports are completed and submitted to appropriate local, state or federal agencies according to established timelines.

## SENIOR VICE PRESIDENT/CHIEF OPERATING OFFICER (COO)

Develops and recommends a comprehensive legislative strategy that aligns with the institution's goals and objectives for the upcoming year.

Evaluates the institution's immediate and long-term needs to prioritize for legislative action by assessing various departmental goals and external factors for potential impact and feasibility.

Designs and implements targeted engagement strategies to influence legislative outcomes effectively.

Coordinates with hired lobbyists to ensure that the institution's interests are adequately represented and advanced in legislative sessions. This includes providing lobbyists with necessary information, strategic guidance, and continuous updates to adapt to legislative developments.

Produces informative and persuasive materials that outline the institution's legislative priorities.

Schedules and conducts meetings with local legislative delegates to discuss the institution's priorities, solicit support, and strengthen relationships.

Cultivates and maintains professional contacts with other higher education institutions and professional organizations and associations concerning existing and developing community initiatives, and seeks opportunities for joint ventures and partnerships. Develops and maintains active liaisons with national, regional, and state peer groups.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfer, reassignment, termination and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements.

Makes effective decisions and produces results through strategic planning and development, implementation and evaluation of programs and policies.

Sets goals and priorities that maximize the use of resources available to consistently deliver results; compares work performance and outcomes against standards to achieve quality results; holds self and others accountable for achieving results and achieving a standard of excellence.

Embraces and employs the diversity of individuals, cultures, values, ideas and communication styles in the achievement of common goals.

Fosters an environment of respect, dignity, and compassion that affirms and empowers all of its members including, but not limited to, students, faculty, staff, and outside organizations while striving for the highest ethical standards and social responsibility.

Serves as a liaison between the College, government agencies, outside College representatives and other outside organizations regarding financial and other operational services issues.

Develops and implements the emergent technologies for the operational units and College within budget priorities, utilizing methods and strategies that create environments that are flexible and responsive to the needs of local and national trends and the College's mission.

## SENIOR VICE PRESIDENT/CHIEF OPERATING OFFICER (COO)

Reviews and approves items submitted by the functional areas managed for presentation to the Board; directs the research, assembly and compiling of a variety of technical information related to the College and area operations, services and functions; oversees the preparation and distribution of correspondence, fiscal documents and informational materials related to assigned activities.

Under the direction of the President and the Board of Trustees, is authorized as delegated to take action and make administrative and management decisions for all functional areas of responsibility.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree from a regionally accredited institution of higher education in accounting, business, finance, or a related field.

Seven (7) years of progressively responsible management/leadership experience.

Knowledge of applicable federal and state laws and regulations including generally accepted accounting practices and principles.

Demonstrated competency and experience in the areas of financial management, accounting and supervision.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

## SENIOR VICE PRESIDENT/CHIEF OPERATING OFFICER (COO)

- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 13, 2024.