



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

FINANCE & OPERATIONS MANAGER (Temporary)

A Classified Supervisory Position (Exempt)

Grade 196E – Salary Schedule 35

A. Who We Are

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's "[Students First Strategic Plan](#)" is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

B. The College and the District

Skyline College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 16,000 students each academic year. Skyline College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [Skyline College's Office of Planning, Research and Institutional Effectiveness \(PRIE\)](#) website.

C. Who We Want

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

D. The Position

Reporting to the Vice President of Administrative Services, this position is responsible for coordinating, managing, and developing college guidelines and procedures related to fiscal processes, contracts, service agreements, grant development, communications, and strategic relations. Responsible for ensuring efficient and legal standards; maintenance of college processes in compliance with federal guidelines, state law, and Board policy. The position also coordinates special projects in a variety of areas, including facilities, construction, evening services, and emergency preparedness. Public contact is extensive, and involves staff, faculty, students,

vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity are required to resolve minor and major problems that arise. The Finance & Operations Manager supervises and directs the work of professional, paraprofessional, clerical and other staff, and student assistants as assigned. This position classification is a classified exempt position.

E. Duties and Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Assist the Vice President of Administrative Services in providing leadership and oversight over college human resources, budget, facilities and construction, transportation, public safety and emergency preparedness procedures
2. Coordinate, under the direction of the Vice President of Administrative Services, special projects requiring in-depth analysis in areas such as planning, finance, personnel and administrative organization, asset management, communications, and others. Serve as the college representative on selected District and internal committees or councils, and at selected community meetings
3. Perform routine tasks for the Vice President of Administrative Services such as: prepare Board reports on a variety of topics, including personnel reports, non-personnel matters, grants, and regular and annual college budget reports; develop strategies for responding to public issues/concerns; handle sensitive correspondence, routine questionnaires, and non-personnel complaints, which are directed to the college; and arrange college special events and seminars, as needed
4. Under the direction of the Vice President of Administrative Services, monitor, expedite, and report on matters relating to the activities and responsibilities of the college
5. Evaluate current college-level guidelines and procedures and practice of District policies and procedures; identify areas for improvement; work with college executive leadership to address gaps for improvement
6. Research, survey, report, propose, and implement streamlined procedures and systems at the college level for processing administrative and financial transactions including, HR/payroll, cashiering, grants, contracts, agreements and insurance, facilities construction, transportation services, facilities use, and emergency preparedness
7. Develop communications plans for college guidelines and procedures
8. Prepare monthly status reports on federal, state, and local legislative activity that may impact the college; arrange and participate in meetings with local organizations and staff
9. Serve as an integral member of the Emergency Preparedness campus operations and Threat Assessment teams and other committees as assigned; compose, format and prepare correspondence, memoranda and reports from original ideas; compose, draft, prepare, and update training materials, marketing, and informational materials
10. Primary manager responsible for the maintenance, training, and education of the Advocate (software system for incident reports) system that supports CARES, student discipline, and public safety
11. Maintain files and databases
12. Attend conferences, training, and participate on committees as needed
13. Perform other duties as assigned

F. Minimum Qualifications

- A combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in business administration or a closely related field
- Three years of full-time managerial experience related to the administrative assignment
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

F. Physical/Other Requirements

This classification requires sitting for various lengths of time; the ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard; and ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

G. Knowledge, Skills, and Abilities

1. Knowledge of the philosophy, mission, and goals of the community college
2. Knowledge of District demographics and applicable policies and procedures
3. Knowledge of public policy issues as they relate to education
4. Knowledge of state and federal laws, such as Title 5, Education Code, and Government Code, as well as policies, programs, regulations and services related to education
5. Skill in analyzing data and information from diverse sources to create comprehensive plans and to provide appropriate interpretation of federal, state, and local laws and regulations
6. Skill in the use of computerized information and systems and their use in analysis and reporting
7. Knowledge of integrated planning and development of resources and facilities
8. Knowledge of institutional research models and implementation strategies
9. Skill in respectful and sensitive communication with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds; sensitivity to the value in, and issues related to, successfully serving a culturally diverse student population
10. Skill in strategic planning technology and methodologies, including facilitation of group planning activities
11. Skill in oral communication, including public speaking
12. Skill in written communication
13. Skill in directing, coordinating, and evaluating the work of others
14. Demonstrated skill in working successfully with a team of employees to establish goals, motivate, evaluate, and meet deadlines
15. Ability to provide leadership to, and work effectively as part of, an educational leadership team

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