

Class Code:.....0682
Position #:..... (NUNC)
Developed by:.....SG
Reviewed by:.....JS
Approved by:.....LK
Date:..... . . .7/01

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, CELS/Finance and Administration

DIVISION: Academic Affairs (CELS)

REPORTS TO: Dean, College of the Environment & Life Sciences; Director, RI Agricultural Experiment Station; Director, Cooperative Extension; Associate Deans/Directors

GRADE: 13

SUPERVISES: CELS Business Manager, professional, technical, and administrative support staff in CELS, AES and CE

BASIC FUNCTION:

Serve as a principal advisor to the Dean/Director and Associate Deans/Directors, and have delegated responsibility for directing and coordinating the human resources, administrative, and financial affairs of the College, including the two Land Grant Programs (RI Agricultural Experiment Station and RI Cooperative Extension). Play an integral role in the development of the Dean's/Director's long-range goals and objectives and provide executive leadership and direction in the implementation of the College's human resources, administrative, and financial policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Has overall management responsibilities for the College's resources. As the chief financial and administrative officer, has responsibility for developing and implementing analyses and reports to meet the CELS strategic planning and programmatic needs, including the successful integration of Land Grant human resources, financial, and administrative functions within the College.

Oversees CELS human resource management.

Coordinates and monitors the annual College budgets, including State, Land Grant, federal, and other contract and grant funding; ensures accuracy in budget preparation and monitoring for salaries, indirect cost rates, services and supplies, and cost sharing.

Manages the allocation of the Dean's multi-faceted resources, and is ultimately responsible for the successful organization and administration of the College's complex fiscal and human resource activities.

Directs and coordinates all Extension and AES federal financial reporting requirements and year-end closing procedures.

Advises and assists department chairs, College administrators, Land Grant administrators, faculty, and specialists in a variety of matters pertaining to their human resource, fiscal, and administrative affairs.

Serves as financial liaison between the College and key internal and external clientele.

Manages the administrative and fiscal operations in the Office of the Dean, providing leadership in the areas of human resources, business and financial management, information systems, equipment acquisition, and facilities.

Supervises the administrative staff, and through them ensures the delivery of efficient clerical support, timely and cost-effective use of administrative and financial systems.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

MBA required. The following are also required: three years of demonstrated progressively responsible management-level experience; demonstrated leadership experience in strategic planning, policy development, forecasting, resource analysis, and budgeting, in order to successfully meet unique challenges and opportunities; demonstrated experience developing and implementing administrative and financial policies and procedures; ability to articulate financial and operational issues to diverse constituencies; experience in higher education and Land Grant financial systems; strong written and oral communication skills; demonstrated ability to work independently and resolve problems; ability to organize, coordinate and supervise support staff; excellent computer skills in spreadsheets and databases; knowledge of current management practices, including budgets, financial planning, accounting, internal controls, and human resources.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.