

ASSISTANT CAMPUS DEAN FOR ADMINISTRATIVE AND FINANCIAL SERVICES UNIVERSITY OF WISCONSIN-RICHLAND

Position Overview

The Assistant Campus Dean for Administrative and Financial Services is an academic professional who serves as the campus chief business officer (CBO). Under the program direction of the Campus Executive Officer and Dean, the Assistant Campus Dean for Administrative and Financial Services is responsible for the planning and daily management of financial, business services, facilities, procurement, human resources, safety and risk management, auxiliary, support, and technology programs. The Assistant Campus Dean hires, trains, supervises, and evaluates the performance of six (6) direct report staff and a variety of limited term and student employees.

A. Serve as campus chief financial officer.

1. Develop budgets for various programs and appropriations.
2. Monitor and control budget activities including budget transfers, adjustments, and charge-backs.
3. Advise CEO/Dean, Associate Dean, faculty, and staff on budgets including fund balances and planning strategies. Train budget managers to use appropriate software to monitor their budgets.
4. Analyze revenue streams within the context of enrollment, fees, and campus revenue targets.
5. Apply strategic thinking in administering the campus' business in support of the academic mission and goals. Effectively educate and communicate operational matters related to budgets, finances, and resources for leadership, academic areas, and campus staff.
6. Provide financial analyses of academic programs and administrative activities. Develop models to project the impact of changes or new assumptions affecting the campus budget. Assess incentives and disincentives associated with the use of various budget models.
7. Develop pricing and profit/loss models for program changes and offerings. Communicate and illustrate implications or consequences of programmatic or staffing changes on the campus budget.
8. Supervise cash handling procedures in compliance with institutional and State procedures and requirements.
9. Supervise deposits to the state treasury in compliance with institutional and State procedures and requirements.
10. Counsel student government, student organization advisors, and campus staff regarding segregated university fee use, regulations and procedures, and the budget process.
11. Provide budgetary guidance to grant proposals and monitor grant activity.

B. Serve as campus bursar.

1. In compliance with state, UW System, and institutional requirements; develop fee policies, supervise cashier functions, collect tuition and fees, supervise the disbursement of financial aid, and supervise accounts receivable.
2. Provide financial counseling to students regarding campus fees, payment options, and related matters.
3. Supervise the Financial Specialist III.

C. Serve as director of campus facility planning, management and development.

1. Coordinate capital planning activities. Organize campus planning activities in relation to institutional, UW System, State, and local planning guidelines. Coordinate preparation and completion of Campus Capital/Facilities Planning report.
2. Create State biennial and county facility planning documents and budgets to be submitted to the appropriate governmental entity.
3. Conduct needs analyses. Evaluate facility conditions on a regular basis and report findings to Campus Dean.
4. Serve as project manager/coordinator for major projects. Direct coordinated activities for facility development, budget control, and quality assurance.
5. Serve as member of the design team for facilities projects.
6. Review construction documents and contract specifications to ensure compliance with campus requirements.
7. Gather equipment needs and prepare equipment lists based on information gathered from faculty and staff as part of a Capital/Facilities project.
8. Write agency requests for capital/equipment requirements in compliance with UW System and State requirements.
9. Collaborate with local officials on maintenance projects. Carry out planning activities for annual budget preparation including special maintenance projects. Conduct maintenance, purchasing, and contract matters in compliance with local requirements.
10. Supervise Building and Grounds Superintendent and maintenance program. Provide appropriate supervision and training opportunities to ensure successful operation of buildings and grounds program, maintenance program, and staff supervision.
11. Plan and implement maintenance projects within constraints of budget, staffing, and facility requirement conditions.
12. Manage facility rental programs. Determine fees, insurance, and staffing requirements for facility use.

D. Serve as campus purchasing agent.

1. Act as delegated purchasing authority in compliance with State Procurement, UW System and local government procedures.

2. Develop detailed bid specifications for equipment and services.
3. Obtain quotations for commodities, equipment or services using Vendornet and other appropriate vendors
4. Review requests for purchase to insure consistency with budget principles, allocations, and priorities.
5. Determine proper funding and approve purchase orders.
6. Administer Procurement Card program and procedures. Provide training on purchasing and P-card procedures.
7. Authorize Procurement card users and monitor activity. Audit statements for compliance with State procurement law.

E. Manage accounts payable function.

1. Supervise invoice processing and budget coding.
2. Develop guidelines for payment method including procurement card, purchase order or payroll.
3. Oversee the cross-referencing of invoice itemization with purchase orders and audit for accuracy and completeness.
4. Oversee the verification of received status and condition of purchased items and approve invoice for payment.
5. Review internal processes to insure payment of invoices within State mandated timeframes.

F. Serve as human resources manager.

1. Review and approve personnel action forms including appointments, job change, and lump sums.
2. Supervise the classified, unclassified and student payroll function, to include submission of various payrolls per schedules.
3. Troubleshoot payroll errors and omissions to successful conclusion.
4. Coordinate classified hiring.
5. Oversee payroll actions including W-4, I-9, Direct Deposits, etc.
6. Review job duties and classifications for current employees.
7. Coordinate evaluation process for classified staff.
8. Handle grievances and other human resource disputes.
9. Develop reclassification requests to reflect changes in positions.
10. Direct employees to appropriate information sources on staff benefits and facilitate transfer of forms on a timely basis.

H. Manage campus risk management and environmental health and safety programs.

1. Complete incident and accident reports and provide training to all supervisory personnel in accident investigation and the completion of workers compensation forms. Complete and post an annual OSHA accident and injury report.
2. Assist with safety committee activities. Provide information and training to campus personnel in creating a safe and healthy work

environment. Perform an annual “in-house” safety audit and respond promptly to audit findings. Coordinate the annual safety night walk.

3. Assist the Building and Grounds Superintendent to coordinate employee safety training and maintain records of such training.
4. Develop, maintain and carry out responsibilities assigned in the campus Continuity of Operations Plan (COOP).
5. Serve as a member of the campus Behavioral Intervention Team (BIT).
6. Assist with the hazardous waste coordinator for proper handling and disposal of hazardous wastes and the collection and access of material safety data sheets (MSDS) for all products containing potentially hazardous materials.

I. Serve as campus real property and capital inventory manager.

1. Oversee/maintain capital inventory database and valuation and perform a physical inventory audit.
2. Dispose of surplus property according to State law.
3. Secure physical assets and provide training to assist other campus personnel in the proper security of State and County assets.

J. Manage campus auxiliary and support services.

1. Supervise campus support services such as mail, copying, supplies and equipment.
2. Supervise Bookstore Manager, operations and provide training for the proper cash handling management.
3. Assist with County food service operation.
4. Negotiate vending contract and monitor progress of revenue and compliance.
5. Supervise fleet operations, including vehicle scheduling and maintenance, driver authorization, monthly/quarterly reporting, and vehicle purchase/replacement.
6. Supervise Office Operations Associate.

K. Serve as telecommunications coordinator.

1. Supervise network administrator and instructional technologists.
2. Manage telecommunications services including telephone access, voicemail, auto-attendant and line features.
3. Assist with infrastructure design and improvements such as network capacity, network traffic, hub placement, and wiring.
4. Assist in planning and acquiring equipment improvements including network servers, multi-media and distance education equipment, and software upgrades.
5. Assist faculty and instructional staff in developing classroom, laboratory and computer access modernization projects.
6. Assist in planning campus software and hardware migrations.

- L. Serve as a representative of the campus to community and local governments.**
1. Attend county board committee meetings to stay informed of local political issues and priorities, and to maintain a presence for the university.
 2. Serve as liaison to local government administrators and elected officials by presenting information that represents the university's programs and interests.
 3. Represent the campus and enhance the campus community image by providing service to local charitable and community organizations.
 4. Provide subject matter expertise to the campus local foundation.
- M. Assist with/serve on campus and institutional governance committees, including budget committees, student activity committees, work planning groups, and other advisory bodies.**