POSITION DESCRIPTION

Vice Chancellor
Finance, Operations and Administration (FOA)

The Vice Chancellor for Finance, Operations and Administration provides the dynamic leadership and vision necessary to assure effective and strategic management of the division in support of the University of California, Santa Cruz’s academic mission of teaching, research, and public service.

Reporting to the Chancellor, the Vice Chancellor for Finance, Operations and Administration (VC FOA) has responsibility for six major units with an extensive portfolio of responsibilities including: financial affairs and procurement; staff human resources; risk and safety services; physical planning, development, operations and sustainability; and campus housing and educational services.

The Finance, Operations and Administration division provides institution-wide leadership for capital and financial planning and analysis in support of the campus goals and in service to the teaching, research and public service mission of UC Santa Cruz (UCSC). The Vice Chancellor and division staff assist the Chancellor, Campus Provost/Executive Vice Chancellor, vice chancellors, vice provosts, academic deans, department chairs, and unit administrators with campus resource management and planning for a $935M annual operating budget and an extensive and complex capital budget. The division supports campus strategic planning processes by providing objective, accurate, and timely analysis and advice on resource allocation for executive decision-making. The division also determines priorities and assures day-to-day management of staff human resources including, recruitment and retention, labor and employee relations, and employee development services;develops the campus master plan and long-range development plan, including design, construction, and maintenance and operations of all facilities; provides upkeep of University property and sustainability of campus-wide physical and natural resources; manages campus housing, dining and educational services; and oversees campus safety infrastructure and programs, including EH&S, fire and police.

As a UCSC senior leader, the VC FOA participates in various campus groups, including the Chancellor’s Cabinet, providing expertise and thought partnership. They also provide leadership to various governance and advisory groups on behalf of the Chancellor or Campus Provost/Executive Vice Chancellor. In addition, the VC FOA serves as the Chief Financial Officer of the UC Santa Cruz campus.

Responsibilities

- Serve as a senior advisor to the Chancellor on a wide range of issues including long range planning and development of administrative programs, organizations and structures that support the campus teaching, learning, research, and public service mission of the University
and on a range of matters related to campus financial and physical resources and operational needs.

- Represent UCSC at the Council of Vice Chancellors of Administration (COVCA), Vice Chancellors of Planning and Budget (COVCPB) meetings and other system wide committees on financial and administrative policies and direction as requested.
- Maximize University of California Office of the President (UCOP) support for campus initiatives and programs and assist in coordinating shared services across the system.
- Represent the campus with government, professional, higher-education, and community organizations dealing with financial, operational, and administrative activities.
- Cultivate credibility with city, state, and federal officials and other community leaders to promote the university and its work.
- Maintain close working relationships with and seek input from UCSC academic and administrative leaders to understand and support their financial, operational and administrative needs. Guide the partnership and coordination of services between central and distributed financial, operational, and administrative units.
- Develop and maintain multi-year strategic plans that address challenges and opportunities and determine future directions consistent with the University mission. Facilitate implementation strategies, monitor and measure goals and accomplishments, and promote information transparency by sharing how data-informed decisions are made.
- Oversee the division’s operating budget, allocating resources to advance the mission of the university. Monitor financial and programmatic results through periodic program and financial reports.
- Lead teams to assure accuracy, privacy, and effectiveness of campus business processes, with a focus on business practice productivity and efficiency. Ensure effective stewardship of University resources.
- Develop and promote training and professional development for the finance, operations, and administration division staff, as well as develop long-term succession plans for the division.
- Develop and maintain strong relationships with strategic partners to ensure success of critical campus projects.
- Represent the finance, operations, and administration division in consultations with various campus constituencies and committees, and work constructively with the Academic Senate.
- With senior campus leadership, develop and maintain policies, procedures, programs, and standards that advance and support the academic and research goals of the university.
- Identify and pursue opportunities for extramural funding for divisional operations that will strengthen operations.

**Basic Qualifications**

- An earned baccalaureate or equivalent degree in a relevant field.
- Leadership and management experience in finance, operations, and administration or a related area.
● Experience leading complex financial planning, budget appropriation, and allocation processes and reporting with various revenue streams and financing strategies for a public organization which includes capital projects and auxiliary enterprises.

● A deep understanding of financial operations and systems, as well as experience with the development and execution of long-term financial strategy at the enterprise level.

● Experience in the planning, delivery, maintenance, and operations of facilities, infrastructure, and grounds.

● Experience with complex issues surrounding public safety.

● Ability to conceptualize broad institutional goals and systematically analyze complex issues and data.

● Demonstrated excellence in managing, organizing, and supervising to meet goals.

● Experience working with complex policies and procedures to initiate and execute new contracts with various individuals and agencies.

● Excellent interpersonal skills and effective written and oral communication; ability to communicate with constituents across all levels of the organization as well as with internal and external stakeholders.

● Demonstrated ability to lead effectively as a collaborative partner in a diverse, mission-driven environment with a variety of different constituencies.

● Ability to analyze and understand the impacts of policies and programs on diverse communities.

Preferred Qualifications

● Advanced degree in business, finance, public administration, or a relevant field.

● Executive level leadership experience, preferably in higher education at a research university.

● Success implementing change across an organization that has a diverse set of stakeholders, including institution- and state-level governing boards.

● Success building effective teams, developing and retaining talented staff, and leading a diverse organization.

● Experience working within a system of shared governance that encourages participation in the decision-making process and administrative accountability.

● Experience ensuring compliance within an environment that has complex federal and state laws and regulations.

● Success leveraging enterprise systems and technology to provide accurate, timely, and relevant information to decision-makers.

Special Conditions of Employment

● Work hours beyond the standard 8:00 a.m. – 5:00 p.m. work day. Travel (inside and outside of normal business hours) required;

● Successful background check;

● Financial disclosure requirements of the California Reform Act of 1974;

● Annual disclosure of outside professional activities;

● Mandatory trainings as required by the University of California;
Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment.

Equal Employment Opportunity/Affirmative Action (EEO/AA) Statement
The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University's equal employment opportunity policies may be directed to: UCSC Equal Employment Opportunity webpage.