

**Portland Community College
Portland, Oregon**

**Position Specifications
Vice President for Finance & Administration
July 2015**

Prepared by:
Summit Search Solutions, Inc.



www.pcc.edu

THE INSTITUTION

About Portland Community College:

Portland Community College (PCC) is the largest institution of post-secondary education in Oregon, educating approximately 90,000 students. The college services more than two million residents in the metropolitan Portland area. It is located in northwest Oregon, and offers classes through four campuses and four workforce training centers, as well as in a variety of other community locations.

The College is governed by a seven-member board of directors. A College President oversees the operations of the College and selects executive officers. The Cascade, Sylvania, and Rock Creek, Southeast campuses offer comprehensive associate degree programs and student services. See www.pcc.edu for more details on the college and what makes it special.

Portland Community College Mission:

PCC advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.

THE OPPORTUNITY

The Vice President of Finance and Administration will report to the College President and serve as a member of the college's executive team. The VP will lead the college's fiscal and administrative management including investments, accounting, budgeting, business strategy, information technology, facilities, and auxiliary services.

Essential Duties and Responsibilities:

- Work with the President and executive team (in a collective bargaining environment) to navigate Portland Community College in an environment of educational, economic, political, and social challenges and opportunities.
- Serve on the President's cabinet and participate in institution level decision making, planning, and community impact assessment.
- Provide leadership to the finance, IT, auxiliary services and facilities functions to help each unit operate optimally; enhancing practices and performance as needed.
- Plan, analyze, and evaluate programs and services, operational needs and fiscal constraints. Develop and administer policies and procedures.
- Utilize technology for communication, data gathering and reporting activities.
- Work with leadership in IT to create and implement a Technology Update Plan. This will include standardization of hardware, establishment of a regular hardware replacement plan, and development of infrastructure budgets.
- Work with leadership from facilities and academic and student affairs to produce a Facilities Master Plan.

QUALIFICATIONS

- Master's degree from a regionally accredited institution required related to area of assignment.
- Five years or more of senior administrative experience in the management of fiscal and operating resources and activities in either the public or private sector required. Higher education sector experienced preferred.
- Experience to include management in as many of the following areas as possible: information systems, entrepreneurial operations, planning, budgeting, accounting, facilities management, capital planning and multi-site operations.
- Proven experience in leading change with knowledge of strategic planning principles.
- Demonstrated experience in supporting entrepreneurial/revenue generating operations such as auxiliary services; and workforce, community, or small business development.
- Demonstrated ability to advocate for the best interest of the organization in an increasingly complex regulatory, statutory, contractual and risk management environment.
- An ability to lead in a complex collegial environment, supporting and empowering faculty and staff in their efforts to educate and support students.
- Experience in the collaborative leadership of multiple, large, cross-functional teams or projects.
- Demonstrated commitment to and success in fostering diversity and inclusion.
- Innovative leadership in sustainable practices – economic, equity and environmental.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following button to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5549165&portallID=5652>

For nominations or further information:

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As an Affirmative Action, Equal Employment Opportunity institution, Portland Community College is actively seeking qualified minorities, women, veterans, disabled veterans and individuals with disabilities to enhance its work force and to reflect the diversity of its student body.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than two million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Short blocks make Portland a walker's paradise where you can visit the world-class Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Park, one of the largest city parks in the nation, with over 4,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. *(Quoted from Forbes)*

For more information on Portland, Oregon:

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation: <https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.