

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
JANUARY 2022

TITLE: Director of Business Operations

DIVISION: Administration

DEPARTMENT: Business and Finance

STATUS: Full Time, Exempt

SUPERVISION RECEIVED: College President

SUPERVISION EXERCISED: Business Office, Facilities, and Contracted Services (includes Information Technology),
Controller, Business Office Manager, Director of Facilities, Contracted Services and assigned staff

JOB SUMMARY:

The Director of Business Operations must be an analytical thinker, planner, organizer, and delegator of responsibility. Planning and organizational skills are essential. The Director must have fund accounting, investment, procurement and asset management skills as well as personnel skills in order to lead, supervise and monitor the wide range of operations associated with this position. In addition, the Director should be an excellent communicator in both oral and written forms.

The Director serves as chief operational & fiscal officer whose primary responsibility is the supervision of all fiscal and business affairs of the College. Position plans, organizes and generally directs the following areas, which may include: fiscal services, information technology, facilities, maintenance, contracted services and other services as assigned. Responsibility may extend beyond this assigned area. Serves as a member of the executive cabinet. Work contacts include administrators, faculty, staff, students, representatives of other educational institutions, professional organizations, vendors, community and business and government leaders.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of all Dawson Community College job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Acts as an advisor to the College President in matters pertaining to operations; plans and directs the fiscal and general operation of the college and serves as college representative on state finance committees.
- Oversees the preparation of the college budget and administers the approved budget.
- Plans and conducts training programs for college personnel in budget administration; reports regularly to appropriate college personnel on status of budget.
- Oversees college computer and technology needs and capacity and develops operational and equipment plans and recommendations; manages information technology operations.
- Develops and implements policies and procedures for the maintenance and operation of the physical facilities.
- Serves as college representative in working with agencies which provide utilities and services to the college.
- Responsible for appropriate stewardship of property and facilities of the college.

- Advises and participates in decisions made by the President for major additions and deletions of facilities and services by the college.
- Participates in legislative actions and fosters relationships with key performers of other community colleges, Board of Regents, state agencies, legislators and accreditation bodies; performs related duties as assigned.
- Oversees risk management and adequate safety processes and procedures.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Dean of Student Success so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

MAJOR RESPONSIBILITIES:

- Fiscal Operations – Maintains accurate and detailed records of fiscal transactions; ensures that adequate financial resources are available for College operations through cash management and prudent investments; provides for the safeguarding and accurate recording of all College assets. Coordinates shared development and administration of annual College budget. Monitors and revises annual budget as necessary. Works with state and federal agencies to prepare and submit accurate, timely reports. Prepares, distributes and provides access to timely and accurate financial information, through multiple methods to train and inform college personnel, board members, foundation and the community on the current financial state of the College. Coordinates and monitors external auditing activities. Oversees all external grants and contracts and monitors appropriate indirect costs. Works closely with College personnel to ensure and comply with timely and accurate grant requirements. Oversees all purchasing and procurement functions to ensure compliance with state procurement laws and board policy. Understands role is to operate in such a way to allow the College to maximize use of different funding mechanisms, provide, distribute and allow access to accurate and timely information, and serve as an advisor to President and Cabinet members in determining appropriate development, allocation and administration of College budget.
- Information Technology – Oversees personnel and/or contracted services related to Information Technology in development of computer systems, procurement of hardware and software, training of College staff, and maintaining the telephone system.
- Property, Plant and Maintenance – Supervises Director of Property, Plant and Maintenance, oversees maintenance, improvement, addition or demolition of campus buildings and facilities, addressing needs and safety of College staff and community stakeholders for proper use and protecting the campus equipment, facilities and grounds.
- Community Service – Attends College and community functions, serves on civic committees as a representative of the College, and prepares and delivers addresses as needed.
- Active example of appropriate leadership on campus - Participation in Institutional Effectiveness Model, Accreditation requirements, Foundation liaison, Board of Trustee committees, etc.
- Investment Officer – Supervises the investment of available funds for operating accounts, debt service in accordance with the College investment policy.
- Aware of current requirements and appropriately participate in Title IX responsibilities and operations as needed.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Dean of Student Success so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Additional duties as assigned by the President

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- Knowledge of: current practices in administration of community college operational areas and related support activities such as college personnel practices, budgetary management and operational program development. Ability to: assess college operational needs and develop responsive programs; manage staff in planning and delivering services; coordinate activities with a variety of college staff and departments; prepare and monitor budgets; communicate effectively orally and in writing; establish cooperative working relationships with persons contacted in the course of performing assigned duties.

PERFORMANCE STANDARDS:**CORE COMPETENCIES:**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

QUALIFICATIONS:

- Bachelor's degree in Accounting
- Five years of full-time successful financial work experience
- Experience in a supervisory role or leadership position
- Strong commitment to shared governance
- Valid Montana State Driver's License required.
- Related education or experience may be substituted for the above qualifications.

PREFERRED:

- Master's degree in related area
- Education or experience in Business Administration, Public Administration, Higher Education, Computer Science, Finance, Statistics or related fields.
- Education or experience in fund accounting
- Five years of relative experience in higher education and/or business operation functions.
- Experience working with unions and understanding of collective Bargaining
- Proven record of administrative accomplishments is preferred.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers)

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department

hr@dawson.edu

406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____

DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____

DATE: _____