



# EXECUTIVE SEARCH PROFILE

## VICE PRESIDENT AND CHIEF FINANCIAL OFFICER FOR ADMINISTRATION AND FINANCE



**SAN JOSÉ STATE**  
UNIVERSITY



**R.H. PERRY & ASSOCIATES**  
SEARCH COUNSEL TO HIGHER EDUCATION



## **THE OPPORTUNITY**

San José State University invites nominations and applications for the position of Vice President and Chief Financial Officer for Administration and Finance, a cabinet level executive position that reports directly to the President of the University.

## **THE UNIVERSITY**

Founded in 1857 San José State University is the oldest public institution of higher education located in the heart of Silicon Valley. The area offers an excellent year-round climate and a wide variety of cultural, recreational, educational and entertainment opportunities. From its beginnings as a normal school to train teachers for the developing frontier, SJSU has matured into a comprehensive metropolitan university with seven colleges offering 134 bachelors and master's degrees. SJSU enrolls approximately 30,000 students and is one of 23-campus of the California State University system, the largest public sector in higher education in the nation. In a 2001 study, U.S. News & World Report ranked SJSU among the Top 10 Regional Public Universities in the West, and among the nation's most ethnically diverse campuses.

## **DIVISION OF ADMINISTRATION AND FINANCE**

The Administration and Finance Division contributes to the enrichment of the students' educational experience by creating a clean, safe, green learning environment, and by providing uncommon administrative services for SJSU students, faculty, staff and the community. The Vice President and Chief Financial Officer has six direct reports for each of the financial/administrative service areas that include more than 400 employees. The Vice President and Chief Financial Officer manages a budget of approximately \$54 million for the Division and oversees the University's budget of approximately \$491 million.





### **Facilities Development and Operations**

Facilities Development and Operations (FD&O) promotes and enhances the learning process by providing a physical environment that is safe, comfortable, and attractive through stewardship of physical asset management which includes operations, maintenance, modifications, alterations, and changes to existing facilities and new facility construction

### **Finance and Administrative Technology**

Finance serves the campus by providing administrative information systems and financial services. The Bursar's Office provides services related to cashiering, accounts receivable and collections. Accounting Services encompasses accounting and financial reporting. Procurement & Support Services provide services related to purchasing, accounts payable, shipping & receiving and campus mail. The University Budget Office oversees university budget administration and planning.

### **Human Resources**

Human Resources (HR) is comprised of Employee Support Services, Workforce Planning, Office for Equal Opportunity, Organizational Development and Training, Employee Relations, University Risk and Compliance, HR and Technical Services. The Human Resources department partners with the campus community to develop a high performing organization.

### **University Police**

The University Police Department provides uniformed police patrol of the University and surrounding neighborhoods, criminal and administrative investigations, community policing and crime prevention services. Officers respond to investigate criminal activity or unusual incidents. The Department is organized into five service units: Office of the Chief, Field Services, Administrative Services, Support Services and Special Operations. Serving with pride and integrity, members of the San José State University Police Department are dedicated to providing the highest level of professional law enforcement and public safety to the community.



## **Spartan Shops**

Spartan Shops is a self-supporting campus auxiliary organization. Spartan Shops operates the Spartan Bookstore and Spartan Dining which includes all campus eateries as well as catering service. Spartan Shops also provides Real Estate services (rentals and homebuyer program for faculty and staff, etc.).

## **THE POSITION**

The Vice President and Chief Financial Officer for Administration and Finance, is a cabinet level executive position that reports directly to the President of the University. The Vice President and Chief Financial Officer provides leadership for financial strategic planning and direct supervision of the financial and administrative/business functions which include: Finance & Administrative Technology, Facilities Development & Operations, Human Resources, Internal Control and University Police. The Vice President and Chief Financial Officer also has financial oversight responsibility for all auxiliary organizations and direct management oversight for Spartan Shops, Inc.

## **Duties and Responsibilities**

- Serves as a member of the President’s Cabinet, Academic Senate Executive Committee, Academic Senate and a variety of other campus committees as a key participant in developing university policy and strategic plans.
- Develops and recommends financial policies, programs and strategies to University executives.
- Provides leadership and vision to a diverse set of business and finance units, with direct management for:
  1. Finance & Administrative Technology which includes Accounting, Administrative Systems (Finance, Human Resources, Student Records), Budget Office, Bursar’s Office, and Procurement & Support Services.
  2. Facilities Development & Operations which includes Energy & Utilities Management, Environmental Health & Safety, Facilities Management, and Planning Design & Construction.
  3. Human Resources which includes Employee Performance & Development, Employee Relations, Equal Opportunity & Workforce Planning, Personnel Services (Benefits, Payroll), Risk Management and Workers Compensation.
  4. Internal Control which includes university financial and management audits and investigations.
  5. Spartan Shops which includes the university bookstore, dining services, and real estate/property management.
  6. University Police Department which includes Police Administration & Operations and Parking & Traffic.
- Serves as the California State University (CSU) Common Management System Executive Sponsor for campus administrative software implementation/upgrade projects.
- Serves as the University’s executive for the Emergency Operations Center.
- Represents the University’s interests with a variety of units within the Chancellor’s Office. Serves as a member of the CSU’s Chief Administrators & Business Officers organization. Serves as the University’s representative on fiscal matters with the Executive Vice Chancellor for Fiscal Affairs of the CSU system.



## **Duties and Responsibilities (continued)**

- Serves as the Chief Financial Officer for auxiliaries as the President's designee per Chancellor's Executive Order.
- Serves on community boards as the university's business/financial representative.
- Maintains effective public relations with local, system, and state constituencies.

## **QUALIFICATIONS**

- Bachelor's degree required. A Master's degree is preferred.
- Ten years of directly related experience in progressively responsible business/financial senior level management positions.
- Experience managing a large budget with multiple funding sources and varying restrictions.
- Strong financial acumen with demonstrated solid knowledge of fiscal operations and principles.
- Ability to develop and present complex financial data and analysis.
- Leadership experience in comparable higher education institutions is highly preferred.

## **Critical Success Factors**

1. A leadership philosophy that takes into consideration the sensitivity and complexity of the campus community, as well as the relationship with the City of San Jose.
2. Excellent strategic financial acumen with solid skills in operations and fiscal management.
3. Strong comprehension of the physical assets and capital projects on campus, and their relationship to the academic mission and the campus master plan.
4. The ability to make quick decisions, sometimes based on limited information, in order to solve a problem or respond to emergency situations.
5. Experience working in a collective bargaining environment.
6. Outstanding professional, management and communication skills, initiative, originality, excellent judgment, and creative problem solving.
7. The ability to establish and maintain cooperative working relationships within a diverse multi-cultural environment, and a strong commitment to and support of diversity, equity and inclusion.

## **APPOINTMENT**

This is a full-time management position covered by the California State University Management Personnel Plan, with an excellent benefits package. Under the management plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President.



## APPLICATION PROCEDURES

Screening for the position begins immediately and applications should be received no later than **April 8, 2011** for full consideration. A complete application will include 1) a letter of interest that addresses the duties and responsibilities of the position, 2) a current résumé and salary history, 3) contact information for five references. Evidence of degrees required at the time of hire. Application materials should be sent as PDF or MSWord attachments to [SJSU@rhperry.com](mailto:SJSU@rhperry.com).

## FOR FURTHER INFORMATION, CONTACT:

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## POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

*SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.*

[www.sjsu.edu](http://www.sjsu.edu)

