CLASS SPECIFICATION TITLE: VICE PRESIDENT

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<tr>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
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<td>E</td>
<td>8</td>
<td>2</td>
<td>Exempt</td>
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CLASS SUMMARY:
This class is the second of three levels in the Executive Leadership series. This is a broad classification encompassing incumbents responsible for the executive management of college-wide administrative and/or academic functions of significant scope and complexity. Responsibilities may include; developing the overall goals, policies, and objectives of the assigned area(s); developing long-term strategy; managing external relations to improve and increase the College’s visibility and reputation; and determining the overall budget and allocation of resources to multiple departments, programs, and functions.

Incumbents at this level are responsible for leading and directing the work of lower level executive directors, officers, directors and managers, and exercise considerable authority regarding the distribution of College resources.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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<th>FREQUENCY</th>
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1. Directs and oversees staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.  
   Frequency: Daily  
   Grade: 20% E8

2. Provides leadership and oversight in directing the implementation of internal operations for an assigned area which has broad depth and scope, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple departments or functions.  
   Frequency: Daily  
   Grade: 25% E8

3. Provides leadership in the design, development, strategy, implementation, and assessment of goals, policies, objectives, and activities related to administrative and academic functions. Develops long-range strategies and goals.  
   Frequency: Daily  
   Grade: 15% E8

4. Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned academic area on committees, advocacy groups, and/or related groups.  
   Frequency: Daily  
   Grade: 15% E8
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<th>TYPICAL CLASS ESSENTIAL DUTIES:</th>
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<th>BAND/ GRADE</th>
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<td>5. Prepares and administers budgets and grants; prepares cost estimates for budget recommendations; reviews and approves justifications for budget items; oversees the monitoring and control of expenditures.</td>
<td>Weekly 10%</td>
<td>E8</td>
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<td>6. Directs and reviews a variety of multi-faceted information, data, and reports; makes recommendations based on findings.</td>
<td>Daily 15%</td>
<td>E8</td>
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<td>7. Performs other duties of a similar nature or level.</td>
<td>As Required</td>
<td>N/B</td>
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**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Learner Success may be responsible for:
- Planning, reviewing and approving courses, programs, policies, and related offerings;
- Planning and assessing program resource needs;
- Assessing education and curriculum delivery processes and initiatives;
- Evaluating the quality of instruction.

Positions assigned to Infrastructure may be responsible for:
- Managing and administering financial systems;
- Directing the preparation and administration of the District’s budget;
- Evaluating and planning for the ongoing maintenance and development of the District’s IT resources;
- Preparing the Facilities Master Plan.

Positions assigned to Student Development may be responsible for:
- Directing the District’s developmental education programs;
- Integrating development programs and evaluating program results to make appropriate changes;
- Overseeing counseling activities;
- Leading grant research activities and securing external financial resources to support College programs.
MADISON AREA TECHNICAL COLLEGE

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TRAINING AND EXPERIENCE (positions in this class typically require):
Master's degree from an accredited college or university in education, administration, or related field; and ten or more years of progressively responsible management experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position. Doctorate degree may be required depending on area of assignment.

LICENSING REQUIREMENTS (positions in this class typically require):
- Instructional Certification (depending on area of assignment)

KNOWLEDGE (position requirements at entry):
Knowledge of:
- Leadership principles;
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

SKILLS (position requirements at entry):
Skill in:
- Directing and providing leadership to lower level staff;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing, managing, and administering budgets;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- Managing and administering a budget;
- Preparing a variety of reports;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.
**PHYSICAL REQUIREMENTS:**
Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASSIFICATION HISTORY:**
Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (DG)
Date: (05/2010)