



VACANCY ANNOUNCEMENT
Montana University System
Office of the Commissioner of Higher Education
2500 Broadway - P.O. Box 203101 - Helena, MT 59620-3101

Associate Commissioner for Fiscal and Administrative Affairs
Montana University System
Helena, Montana

The Montana University System invites nominations and applications for the position of Associate Commissioner for Fiscal and Administrative Affairs. The Associate Commissioner reports directly to the Commissioner of Higher Education and serves as chief fiscal officer for the Montana University System. The Montana University System is administered by a seven-member, Governor-appointed Board of Regents and consists of two flagship universities, each with four affiliated campuses, including five colleges of technology, with a total enrollment of more than 30,000 students. For more information on the Montana University System, visit <http://www.montana.edu/wwwoche/>.

Duties and Responsibilities:

The Associate Commissioner oversees a wide variety of functions, including primary oversight of the system wide budget of approximately \$900 million. _____ ?

- Reviews and makes recommendations to the Commissioner and Board of Regents on all system matters relating to: financial management, budget and planning, long-range facilities planning and management, risk management, labor relations, human resource management, and information technology.
- Serves crucial role in developing legislative initiatives and promoting Montana University System fiscal and operational priorities with the state legislature.
- Provides system vision leadership in improving operations and implementing efficiencies, strategic planning, and overall guidance to campuses in areas of responsibility.

Competencies Required:

- Master's degree in relevant, or equivalent education and experience
- At least seven (7) years of executive level experience relevant field
- Proven success in fiscal management, budgeting, and long-range and strategic planning in large, complex, public sector organization
- Prior experience working effectively with labor unions and understanding issues related to labor relations and human resources
- Strong understanding of management, financial, and budgetary issues within a multi-campus public higher education system
- Notable success in consensus building and working collaboratively throughout a complex and diverse organization
- Clear and articulate speaking and presentation skills
- Proven ability to work effectively with internal and external constituencies
- Strong working knowledge of information technology capabilities and applications within this working environment
- Thorough knowledge of organization and resource management

- Broad and in-depth knowledge of state and federal laws as they relate to higher education
- Highly developed financial and analytical abilities
- Proven success in change management coupled with the ability to work effectively in a consultative decision-making culture
- Thorough knowledge of modern principles and practices of public and/or higher education administration, finance, auditing, budgeting, accounting, risk management
- Proven effectiveness in working with governing board preferred

Completed applications should include a letter of interest illustrating the candidate's qualifications as they directly relate to the position requirements; a current resume; and names, addresses, and phone numbers of five (5) professional references. Resumes will be reviewed on an ongoing basis; those received by June 1, 2005, will be assured full consideration. Applications and nominations should be sent to:

Dr. Sheila Stearns
Commissioner of Higher Education
Montana University System
PO Box 203101
Helena, MT 59620-3101

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