



## **Reformed University Job Description - Director of Planning and Compliance**

### **OCCUPATIONAL SUMMARY:**

The Director of Planning shall be the chief planning officer and shall report to the President. The Director of Planning shall be nominated by a special search committee established by the President for that purpose, and appointed upon the recommendation of the President by the Board to serve at the pleasure of the President.

School compliance officers ensure faculty, staff, and students operate within the guidelines and regulations governing an educational institution. Educational institutions must meet and observe a wide variety of guidelines and regulations set by both government agencies and nongovernmental associations in order to receive financial support and maintain accreditation. A school's compliance officer spreads awareness of policies, coordinates programs to promote the observation of guidelines and reports to a top-level administrator.

### **POSITION AND JOB DESCRIPTION:**

Formal Title (Position):

- Director of Planning / Compliance
- Full-Time Administrative Staff

Miscellaneous Job Duties:

- Full member of Strategic Planning Council, Budget Council, Institutional Advancement Council

### **PRIMARY DUTIES:**

#### **As the Budget Officer**

- Directs the work of the Budget and Cost Allocations departments to compile the University's all funds budget and forecasts in accordance with established guidelines and time constraints;
- Provides leadership in the strategic planning, implementation and evaluation of workplace efforts that contribute to positive and productive working relationships and a supportive work culture across the University;
- Coordinate and compile University's annual all funds budget and oversee the annual review process for budget proposals;
- Establish and communicate budget guidelines and instructions to departments and oversee budget development training;
- Compare actual operating results to the anticipated budget for revenues and expenditures and report to administrators, senior officers, and Board of Trustees;
- Coordinate the annual financial forecast to be used as a measuring tool in the budgeting process;
- Administer the University's internal cost allocation system using generally accepted accounting techniques to distribute overhead; and
- Oversee the capital budgeting and reporting process in order to keep the senior officers and Board of Trustee members apprised of the resources, expenditures and management decisions associated with construction projects at Reformed University.

#### **As the Chief Planning Officer**

- Participate on the Strategic Planning Council, providing advice on Reformed University's finances



- and non-traditional moves, cuts, reorganizations to protect academic program needs;
- Leads the annual and longer term planning, execution and evaluation of both strategies and tactics that ensures positive and effective staff relations, productivity and retention of the Reformed University workforce;
- Oversees the process of assessment plan to assess up-to-date environment using SWAT analysis and reports the outcome to the Board of Trustees;
- In collaboration with all related administrative offices and departments, develops long-term assessment plan;
- Develops the institutional advancement plan; and
- Assists developing University business plan for President.

### **As the Compliance Officer**

- Informs and advises the faculty, staff and students of all relevant rules and guidelines set by governments, accreditation agencies and other regulatory bodies;
- Develops programs and practices to help meet guidelines;
- Monitors practices and maintains all records required to certify compliance;
- Establishes a relationship and communicate with the appropriate regulatory organizations;
- Leads the development of new and maintenance of existing Human Resource policies to ensure an effective work culture;
- Oversees new programs, policies and initiatives that enhance the work culture, including such matters as employee recognition programs, flexible work strategies, recognition events, etc.;
- Plans, executes and evaluates the institutions labor relations strategy. Develop and guide efforts to strengthen labor/management relationships;
- Establishes goals and develop strategies to ensure attainment of labor relations goals; and
- Recommends, manages and coordinates various strategies and processes to assess employee attitudes and morale.

Performs related duties as assigned.

*The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

### **REQUIREMENTS:**

Reformed University Board of Trustees shall develop written, measurable goals on an annual basis which shall help define the priorities of the institution and provide a basis of assessing the annual performance of the Employee in fulfilling his role as the Chief Executive Officer of the University.

Foreign Language Requirements:

- Foreign Language proficiency strongly required – Korean

Educational Requirements:

Position requires analytical, organizational and communications skills generally acquired through completion of a bachelor's degree program.

Professional Job Experience Requirements:

Work requires a minimum of two years experience in financial management to include knowledge of reimbursement, budgeting, forecasting, financial analysis and financial information systems.



- Significant professional management and leadership skills that demonstrate competency in strategic planning, implementation and evaluation.
- Must be able to recognize and take advantage of opportunities and produce, quality, timely and high impact results.
- Must be able to be able to build coalitions/networks and partnerships that will maximize organizational effectiveness.
- Must possess expert knowledge of labor laws, collective bargaining, Human Resources trends, programs, practices and procedures.

**REPORTING DUTIES:**

Reporting Responsibility to:

- Reformed University Board of Trustees

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.*