

# Job Description

Position Title: Executive Director, Enterprise Risk Management, Ethics & Compliance

Job Family: Executive Administration

Job Type: Executive Director

FLSA Status: Exempt

Salary Grade: 10

## Position Summary:

The Executive Director of Enterprise Risk Management, Ethics & Compliance is responsible for overseeing the development, implementation, and management of the College's enterprise risk management and compliance and ethics programs. This role plays a crucial part in safeguarding the College's reputation, assets, and compliance with applicable laws and regulations. The Executive Director provides strategic guidance, risk assessment, and compliance management across all College functions and departments. The Executive Director serves as the Chief Risk Officer, Chief Compliance Officer, and Title IX Coordinator, and has dotted line reporting to the Chancellor, EVC of Finance and Administration, and the Finance and Audit Committee.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and maintains a comprehensive ERM framework tailored to the unique needs of the College. Identifies, assesses, and prioritizes risks and vulnerabilities to College operations. Collaborates with department heads to develop and implement risk mitigation strategies and action plans. Monitors and reports on the effectiveness of risk management activities.
2. Ensures the College's compliance with federal, state, and local laws and regulations, accreditation standards, policies, and contractual requirements. Oversees the development and enforcement of policies and procedures related to compliance. Conducts regular compliance audits and risk assessments to identify areas of improvement. Provides guidance and training to College staff on compliance matters.
3. Oversees department hiring, corrective action, disciplinary and termination recommendations as necessary. Coordinates, provides, and encourages training as necessary for department.
4. Works closely with senior leadership to integrate risk management and compliance considerations into strategic planning processes. Assists in development of strategic objectives and goals related to risk management and compliance.
5. Oversees a compliance framework that reasonably ensures necessary regulatory reports and filings are prepared and submitted accurately and in a timely manner. Remains informed about changes in laws and regulations that may impact the College and proactively adjust compliance strategies.
6. Serves as the College's Title IX Coordinator. Ensure effective processes and resources are developed and maintained in compliance with federal regulations.
7. Serves as a liaison between the College and external regulatory agencies where specific liaisons have not been identified. Communicates regularly with senior leadership and the Governing Board or its committees regarding risk and compliance issues.

8. Develops and delivers training programs and workshops to increase awareness and understanding of risk management and compliance throughout the College.
9. Directs and supervises the collection and review of data and the preparation of a variety of reports, statements, and communications.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related area required.
  - Master's degree in related field of study preferred.
  - Eight (8) years of related experience.
  - Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required