



Vice President for Administrative Services

Apply by April 22, 2010

Monterey Peninsula College actively seeks a diverse pool of applicants interested in working in an environment which values flexibility, openness to change, collaboration, respect for others and their points of view, and involvement in College activities, all with the goal of meeting the needs of our diverse student population. The District does not discriminate on the basis of ethnicity, national origin, ancestry, sex, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures.

POSITION DEFINITION:

The Vice President for Administrative Services is the chief business officer of the district and reports directly to the Superintendent/President. She/he works collaboratively with the Vice Presidents for Student Services and Academic Affairs as a member of the College's senior leadership team, and provides leadership, vision, and administrative management for administrative support services at the district, including fiscal services, facilities maintenance and construction, information systems, risk management, collective bargaining, campus safety, and security. The Vice President may be assigned additional responsibilities as part of the senior management team.

FUNCTIONAL RESPONSIBILITIES:

- Formulates, initiates, develops and implements operational policies and procedures for the District in all areas of administrative responsibility.
- Provides stewardship over the District's assets by safeguarding the fiscal integrity of the District.
- Provides long-range financial planning to increase revenue, improve revenue projections and encourage expense reductions.
- Coordinates the preparation of and exercises financial control over the District budget.
- Provides for annual audit of funds and operations of the District and facilitates implementation of audit recommendations.
- Manages the District's comprehensive employee insurance programs including the self-funded medical program.
- Monitors and coordinates the District's risk management programs.
- Represents the District in the management of joint powers agreements.
- Provides coordination of campus safety and ensures compliance with OSHA and EPA regulations.
- Develops and administers contracts; exercises financial oversight of the bookstore and food service contractors.

- Oversees management and coordination of all construction and renovation projects.
- Oversees matters related to the acquisition and maintenance of property and buildings.
- Serves as the District's chief negotiator and/or as a bargaining team member for collective bargaining as assigned.
- Oversees campus security operations.

MINIMUM QUALIFICATIONS

- Possession of a master's degree **AND** one year of formal training, internship or leadership experience related to the administrative assignment **OR**
- Possession of a California Community College Administrative or Supervisory Credential authorizing service in this position **OR**
- the equivalent.

AND

- Understanding of, sensitivity to, and dedication to meeting the needs of a diverse student and community population.

PROFESSIONAL QUALIFICATIONS

- Master's degree or higher in finance, accounting, or business administration, or a Master's degree in public administration or related field with a specialization in finance, accounting or business administration.
- Successful administrative/management experience in education, preferably in community colleges.
- Demonstrated leadership abilities and effectiveness as an administrative services manager.
- Ability to establish cooperative communication with elected boards, staff, students and the community.
- Ability to interpret and apply laws, codes and regulations applicable to education, preferably in a community college setting.
- Demonstrated effectiveness working in a shared governance environment.
- Demonstrated effectiveness in working with bargaining units in a non-adversarial manner.
- Knowledge of principles and practices of California school budgeting, accounting and auditing, particularly related to community colleges.
- Knowledge of current principles and practices related to fulfillment of all specified responsibilities.

COMPENSATION

\$132,905 to \$150,469 annually. Initial salary placement will be commensurate with background and experience. In addition, a qualified incumbent can earn a doctoral stipend of \$2,844. The District provides an expense allowance of \$400 per month and an excellent fringe benefit package, including paid medical and dental coverage for employees and dependents. Vision plan, life insurance and income protection plan benefits provided for the employee only. Retirement is the State Teachers' Retirement System.

CONDITIONS OF EMPLOYMENT

Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. Offers of employment are contingent upon Governing Board approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis and proof of eligibility to work in the United States. Employees must submit fingerprints for California Department of Justice clearance.

APPLICATION PROCEDURES

This position is open until filled; however, to guarantee consideration applications must be received no later than 5 p.m., April 22, 2010. Complete applications include:

1. Cover letter indicating how you meet the qualifications
2. A detailed, chronological resume, with all employers, titles and dates,
3. A fully completed District application form, including the diversity statement (applications are available for downloading: <http://www.mpc.edu/employment/Pages/default.aspx>)
4. College and/or university transcripts (unofficial copies are acceptable for application process)
5. Three recent letters of recommendation which address the applicant's ability to perform the duties of this position to include one from a faculty member or colleague, one from an administrative colleague or supervisor, and one from a classified or staff employee.
6. Written response to the following question:
Describe how you have approached resolving financial issues at your place of employment during these times of declining revenues. Please specifically include the role you played in the solution. (Please limit to two pages.)

Please direct inquiries and send all materials to:

Kali Viker
Human Resources
Monterey Peninsula College
980 Fremont St. Monterey, CA 93940
Telephone: (831) 646-3038
Email: kviker@mpc.edu
www.mpc.edu

Applications are accepted by mail, in person or email. Faxed applications are not accepted.

Applicants selected for interview will be notified by phone approximately May 5. All other applicants will be notified by mail at the conclusion of the process. Initial interviews are tentatively scheduled the week of May 17, with selected finalists invited to final interviews and public forums the week of June 1. Board approval of the selected candidate is anticipated on June 22, with an estimated start date no later than September 1.

Applicants with disabilities who require an accommodation should notify Human Resources at least ten working days before the accommodation is required.

ABOUT THE COLLEGE

MPC was founded in 1947 and annually enrolls approximately 8,000 fulltime equivalent students. The campus is located on 98 acres of prime land within the city of Monterey overlooking the Monterey Bay. In addition, MPC operates the Education Center at Marina and the Public Safety Training Center at Seaside. The campus is undergoing a 12 to 15 year, \$200 million facility renovation, primarily funded by a \$145 million local bond measure, passed in 2002. The District maintains a Board required 10% reserve and has a well-established resource and allocation planning process through the shared governance structure.

MPC is undergoing reaffirmation of accreditation and the self-study report, completed in fall 2009, is available on the web: <http://www.mpc.edu/information/accreditation/Pages/default.aspx>.

THE MONTEREY PENINSULA

The Monterey Peninsula lies approximately 120 miles south of San Francisco where Monterey Bay and sheltering hills produce a gentle climate year round. Residents and visitors enjoy the scenic natural environment and a variety of small, distinctive communities: Pacific Grove, Monterey, Seaside, Marina, Carmel, Carmel Valley, and Pebble Beach. MPC faculty and students also benefit from close proximity to the Defense Language Institute, the Naval Postgraduate School, the Monterey Institute for International Studies, and the California State University Monterey Bay. Consequently, the peninsula's population is both ethnically diverse and cosmopolitan.