



MONTEREY PENINSULA COLLEGE
invites applications for the position of:

Vice President of Administrative Services

SALARY: See Position Description

OPENING DATE: 07/01/15

CLOSING DATE: 09/14/15 05:00 PM

DESCRIPTION:

The Vice President, Administrative Services reports directly to the Superintendent/President and serves as the Chief Business Officer of the District. The Vice President works collaboratively with the members of the Executive Cabinet, provides leadership, planning, and policy development, and is responsible for development and administration of the District's budget. The Vice President manages and supervises comprehensive administrative support services throughout the District, including fiscal services, facilities maintenance and construction, information systems, risk management, contracted services, campus safety and security. The Vice President plays a key role in collective bargaining. The Vice President may be assigned additional responsibilities as part of the senior management team.

The District is seeking an individual who understands the *opportunities and challenges* described herein and has the *desired characteristics and skills* necessary to provide decisive and clear leadership.

Monterey Peninsula College seeks applications from all qualified individuals. It is a continuing goal of Monterey Peninsula College to hire and retain people who reflect the rich diversity of the District and its student body. Monterey Peninsula College is an equal opportunity employer.

EXAMPLE OF DUTIES:

MPC STRENGTHS

Monterey Peninsula College has excellent faculty and staff, as well a diverse and engaged student population. The College has a positive image in both the community and region and received full accreditation in 2010 through the Accrediting Commission for Community and Junior Colleges (ACCJC). The College has a well-established governance structure and successful partnerships with University of California, Santa Cruz and California State University, Monterey Bay.

MPC CHALLENGES AND OPPORTUNITIES

- Guide campus constituencies toward building a new fiscal vision for the District that establishes shared institutional priorities and strategies for effective allocation of limited financial resources.
- Working through the District's resource allocation process, develop annual budgets that reduce and ultimately eliminate the structural deficit and maintain fiscal stability.
- Provide leadership in developing, expanding, and leveraging alternate revenue/funding

sources.

- Lead the District in the renewal of campus technology, including development of a funding plan for the procurement and implementation of an Enterprise Resource Planning (ERP) system and to support refreshment of technology equipment and infrastructure.
- Develop a collaborative and cohesive Administrative Services team.

MINIMUM QUALIFICATIONS:

Required

1. Master's degree from an accredited institution in finance, accounting, business or public administration or closely related field; **OR**
2. Possession of a current Certified Public Accountant License (CPA), valid in the State of California; **OR**
3. A California Community College Administrative Credential (valid for life);

AND

- Four years of increasingly responsible management experience in the area of expertise, including two years in a business management capacity which include budget and finance in public education. Previous experience working in the California Community College system is preferred;

AND

- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

DESIRED CHARACTERISTICS

The successful candidate will possess the following personal characteristics:

- Ethical leadership that is demonstrated by making principle-based decisions with integrity and transparency thus inspiring trust in others.
- A demonstrated ability to work as an executive team member dedicated to collaboration with instruction and student services to create and maintain a supportive student learning and organizational environment.
- Proven success in producing a high volume of quality work.
- Demonstrated commitment to participatory governance and developing collaborative relationships with a diverse campus constituency emphasizing consensus building, conflict resolution and problem solving.
- Demonstrated commitment to the community college mission, values and goals including to the values of diversity of community college students, faculty, staff and the greater community.

DESIRED SKILLS

The successful candidate will possess the following skills:

- Provide leadership for all administrative services support functions, programs, and activities; formulate, develop and implement administrative support systems, policies, standards and procedures which meet the needs of the District.
- Knowledge of principles and practices of business and financial management of public educational institutions.
- Knowledge of and demonstrated ability to prepare and submit the annual district capital and operating budgets; institute and maintain appropriate internal audits and budgetary controls.
- Knowledge of and demonstrated ability to prepare accurate and timely enrollment and revenue projections.
- Demonstrated ability to manage risk management and health and welfare self-insurance plans.
- Knowledge of and demonstrated ability to analyze data, trends and projections to make and recommend short and long-term financial and operational plans.
- Knowledge of and demonstrated ability to ensure cost-effective procurement of goods and services within policy guidelines and legal requirements; preparation of complex bid specifications and development of award criteria; and ensure contract compliance.
- Demonstrated ability to prepare, distribute, review, and analyze a variety of financial reports, statements, projections, and records.
- Knowledge of and demonstrated ability in collective bargaining negotiations and labor contract issues.
- Knowledge of and demonstrated ability to oversee district facility master planning, coordinate development of Five-Year Capital Construction and Scheduled Maintenance plans required by the state, and manage facilities renovation and construction.
- Knowledge of current legislation and operational trends pertinent to community college administrative services.
- Knowledge of and demonstrated ability to oversee planning and implementation of the General Obligation Bond program; and management of capital outlay plan funded by the bond measure.
- Knowledge of and demonstrated ability to oversee and supervise fiscal services, information technology, facilities maintenance and operations, and security.
- Demonstrated ability to communicate complex information to a variety of constituencies with clarity and transparency.

WORK SCHEDULE / SUPPLEMENTAL INFORMATION:

COMPENSATION

Annual salary \$126,576 (step 1) to \$143,304 (step 5) + 5% negotiation stipend, if assigned. Initial salary placement will be commensurate with background, experience, and internal

equity. Applicants should reasonably expect an initial placement between steps 1-3. 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. Classified administrators are hired by contract and retirement is under the CalPERS system.

APPLICATION PROCEDURES

Applicants must submit the following material online.

- A completed **application** which can be accessed at www.mpc.edu. Click on the Vice Presidential Search link for information about the college and to apply.

AND

- A **cover letter** that describes your qualifications for and interest in the position.

AND

- A current **resume** including educational background, professional experience, professional activities, and any other experience pertinent to the position and how it makes you a viable candidate.

AND

- A list of at least six **references** with titles, email addresses and current phone numbers (office, cell and home numbers). References must include one faculty member, one classified employee, one direct report, a current or previous supervisor and an administrative colleague. Interviewees will be asked permission to contact these references via a signed release prior to interviews.

AND

- Copies of **transcripts** from all institutions of higher education attended and CPA license as applicable.

Please Note: Candidates advanced for interviews with the Superintendent/President must agree to a full background and reference check and may be required to submit further materials.

Please submit only materials requested. All documents included in your application file become the property of the College.

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

The position is open until filled. However, to ensure consideration, application materials should be completed online by September 14, 2015 at 5:00 pm PST on to be given priority consideration.

CANDIDATE INQUIRIES

Information about the College is available on its website: www.mpc.edu. Please click on the Vice Presidential Search link for specific information about the college.

For additional information, please contact:

Susan Kitagawa, Associate Dean of Human Resources
skitagawa@mpc.edu
(831) 646-4014

or

Andrea Bozant
(831) 646-4024
abozant@mpc.edu

ANTICIPATED SELECTION PROCESS

Applicants selected for interview will be notified by phone the week of October 5th. All other applicants will be notified by email. Initial interviews are tentatively scheduled for October 23-27, 2015 with selected finalists invited to final interviews with the Superintendent/President and public forums the week of November 9, 2015. Board approval of the selected candidate is anticipated in early December with an estimated start date of January 2016. MPC reserves the right to close, continue, cancel, postpone or restart the recruitment at any time.

CONDITIONS OF EMPLOYMENT

Salary, benefits, length of contract and other terms and conditions of employment will be competitive and negotiable. The Superintendent/President and the selected candidate will agree mutually on the terms of employment and the start date. Anticipated start date is January 2016.

Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. 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.

THE COLLEGE AND COMMUNITY

Since 1947, Monterey Peninsula College has opened its doors to nearly a million students of all races, ages, and socioeconomic backgrounds. The college is dedicated to the ideals of excellence, human worth and human potential, and provides opportunities for approximately 19,000 students each year.

The College is located on the beautiful central coast of California, approximately 120 miles south of San Francisco. The cities of Carmel, Del Rey Oaks, Marina, Monterey, Pacific Grove, Sand City and Seaside are all served by MPC, as are the unincorporated areas commonly known as Big Sur, Carmel Valley and Pebble Beach. Monterey Peninsula College is known as a world-class destination and the many attractions of the area include an incomparable coastline, numerous state parks and thousands of acres of greenbelt, the Fort Ord national monument, as well as the Carmel Mission, the historical district of Monterey, the Monterey Bay Aquarium, and several of the most famous golf courses in the world.

The 97-acre Monterey campus overlooks the Monterey Bay. Most campus facilities and infrastructure have been updated due to the passage of a \$145 million bond measure in 2002. In addition, the District's Fort Ord Center has been constructed and is operational. It includes a general classroom site (the Education Center at Marina), as well as the Public Safety Training Center in Seaside with its own classrooms and dedicated facilities. The Center, just a few miles north of the Monterey campus, was developed to take advantage of the population growth slated to occur in the District over the next few years.

Monterey Peninsula College's comprehensive curriculum and student services are designed to meet the needs of a diverse student body, and include transfer, career and technical education, basic skills and continuing education offerings.

In 2013-14 MPC served 16,000 students which included:

African-American	3.93%
American Indian/Alaskan Native	0.53%
Asian	5.64%
Filipino	3.08%
Hispanic	28.87%
Multi-Ethnicity	3.31%
Pacific Islander	1.00%
Unknown	5.34%
White Non-Hispanic	48.31%

A number of other institutions cooperate with Monterey Peninsula College in serving the post-secondary education demands of the Monterey Peninsula. Among those are California State University Monterey Bay, Hopkins Marine Station of Stanford University, the Defense Language Institute, Middlebury Institute of International Studies at Monterey, Monterey College of Law, and the Naval Postgraduate School. The District also enjoys collaborative relationships with the Monterey County Business Council and the Monterey County Workforce Investment Board.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mpc.edu/employment>

Position #2015-00047
VICE PRESIDENT OF ADMINISTRATIVE SERVICES
AB

980 Fremont St
Monterey, CA 93940
831-646-3038

Vice President of Administrative Services Supplemental Questionnaire

- * 1. I possess a Master's Degree (or higher) from an accredited institution in finance, accounting, business or public administration or closely related field.
 Yes No

- * 2. I possess a current Certified Public Accountant License (CPA), valid in the State of California
 Yes No

- * 3. A California Community College Administrative Credential (valid for life).
 Yes No

- * 4. I have four years of increasingly responsible management experience in the area of expertise, including two years in a business management capacity which include budget and finance in public education.
 Yes No

* Required Question