MONTEREY PENINSULA COLLEGE
invites applications for the position of:

*Vice President of Administrative Services

**Salary:** See Position Description

**Opening Date:** 05/26/17

**Closing Date:** 07/26/17 11:59 PM

**Description:**
The Vice President of 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 (MPC) 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), MPC's last site visit was October 2016. 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**

- Master's degree from an accredited institution in finance, accounting, business or public administration or closely related field; **OR**

- Possession of a current Certified Public Accountant License (CPA), valid in the State of California; **OR**
• 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:

Salary
Annual salary $129,228 (step 1) - $146,304 (step 5) + an additional 5% stipend for service on each district negotiations team, as assigned. Initial salary placement will be commensurate with education, training and experience. The salary schedule shall be increased by an additional 2% for 2017/2018. In addition, a qualified incumbent can earn an annual doctoral stipend of $2,880. The District provides an expense allowance of up to $500 per month and an excellent 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. Current CalSTRS members may elect to remain in CalSTRS.

How to Apply
Visit www.mpc.edu/employment and select "Full Time Faculty/Administrator." Here you will find the announcement and the "apply" button in the upper right hand corner. You will be asked to log-in or create a new user account.

- A completed application, including the required diversity statement.
- A cover letter that describes your qualifications for and interest in the position
- 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.
- 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.
- Copies of unofficial transcripts from all institutions of higher education attended and CPA license as applicable.

Only items listed above will be reviewed by the screening committee. Human Resources does not accept additional materials such as: letters of reference, test scores from other institutions, certificates of courses/programs completed, letters of commendation from schools, or transcripts with your application. Such items, if included, will not be forwarded to the selection committee. If you are a finalist, HR will request any reference information that is required. Monterey Peninsula College reserves the right to close or continue the recruitment at any time.

Interviews for the Vice President of Administrative Services are scheduled for August 28 and August 30, 2017. Finalists will be invited to participate in a campus forum and second interview.

Conditions of Employment
Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. Prior to employment, the selected candidate will be required to complete the following. All new employees are required to submit official transcripts, Risk Assessment or verification of a negative TB exam, proof of fingerprints taken via Live Scan to the Department of Justice, and proof of eligibility to work in the United States. Offers of employment are contingent upon Governing Board approval.

The District is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the District is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

About the college
Monterey Peninsula College (MPC) is a fully accredited California public community college. With an open admissions policy, the college is known for the excellence of its academic programs and student support services. The college has been recognized as a top military friendly school.

Monterey Peninsula 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,
Seaside and the unincorporated areas commonly known as Big Sur, Carmel Valley and Pebble Beach are all served by the district. Monterey Peninsula is known as a world-class destination and the many attractions of the area include an incomparable coastline, numerous state parks, the historical district of Monterey, Monterey Bay Aquarium, and several of the most famous golf courses in the world.

Monterey Peninsula College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Additional information about accreditation and contact information for the Commission can be found at http://www.accjc.org.

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 2015-16, MPC served approximately 14,000 students which included:
- African American 3.68%
- American Indian/Alaskan Native 0.39%
- Asian 5.37%
- Filipino 2.77%
- Hispanic 33.75%
- MultiEthnicity 4.27%
- Pacific Islander 0.86%
- Unknown 5.48%
- White NonHispanic 43.43%

Our Educational and Community Partners
A number of other institutions cooperate with Monterey Peninsula College in serving the postsecondary 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, Monterey College of Law, and the Naval Postgraduate School. The College also enjoys a collaborative relationship with the Monterey County Business Council and the Monterey County Workforce Investment Board.

For more information about Monterey Peninsula College and the communities it serves, refer to the following link.

About MPC and the Local Communities