



Vice President for Support Operations (priority screening date extended)

Position Summary:

The Vice President for Support Operations reports directly to the Superintendent/President to provide fiscal and financial assistance and manage the business and auxiliary functions of the college. The Vice President for Support Operations would directly oversee the design, delivery and continuous process improvement of all Hartnell College sites and centers and of all support operations and services, including: maintenance, custodial grounds, human resources, risk management, grants management, cashiering, bookstore, food services, purchasing, payroll and all traditional business functions of a community

Specific Duties and Responsibilities:

- Oversee development and monitoring of district budgets consistent with District goals and applicable laws; advises the College on fiscal implications of budgetary decisions.
- Oversee budgets for all programs supervised; provide for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
- Develop and monitor long and short resource plans to support the college mission.
- Participate in policy development in matters of fiscal management and business operations.
- Manage operations and provide innovative leadership for the College and specific areas of responsibility.
- Select, train, supervise and evaluate managers and other staff; coordinate the work of Support Operations with other major College units.
- Coordinate the planning, development and implementation of innovative approaches to fiscal management using technology, data management or analysis to support the college's mission.
- Supervision and responsibility for the District's Maintenance and Custodial operations.
- Oversee the operation of grants management both pre-ward and post-ward activities.
- Oversee the District maintenance and operations projects, including capitol and bond bunds, bid processes, award of contracts and general supervision on ongoing deferred maintenance and new building projects.
- Effectively represent the college in the community.
- Participate in appropriate committees, conferences, seminars and workshops.
- Perform other duties as assigned.

Minimum Qualifications¹

- A Bachelor's degree from an accredited institution; an earned Master's degree in Business Administration, Public Administration or related field is preferred.
- Five years experience in a managerial capacity with progressively increasing responsibilities involving business and auxiliary services.
- Sensitivity to and ability to deal with the diverse interests of all members of a multiethnic college community.



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Knowledge & Abilities Required:

- Supportive of the community college mission.
- Demonstrated record of honesty and integrity.
- Demonstrated ability to focus the resources of the organization on its core mission.
- Demonstrated effective oral and written communications.
- Demonstrated experiences in a shared governance setting.
- Knowledge of the areas of responsibility assigned to this position.
- Ability to effectively manage priorities in large, complex and diverse operational units.
- Ability to perform short and long range budget, financial and operational planning.
- Ability to communicate with the Spanish speaking community.
- Demonstrate the ability to provide leadership and work collaboratively and productively with all stake holders including; faculty, students, administrators, support staff, unions and the community.
- Effectively work within a system of shared governance in support of academic, career, developmental, and entrepreneurial programs in a multi-campus environment.
- Demonstrated ability to facilitate change in the productive and positive manner fostering teamwork and establishing consensus.

¹Meeting minimum and preferred qualifications does not assure any candidate an interview.

Hartnell College and the Community:

Hartnell College is a comprehensive community college that serves the entire Salinas Valley in Monterey County, California. Founded in 1920, Hartnell has established itself as a respected institution to earn an associates degree, to acquire vocational skills, or to take foundational classes before transferring to a 4-year college or university. Hartnell's focus is its students and the services it provides for them. Hartnell believes solid technology infrastructure and vision is key to providing the level and breadth of service expected by today's students and to building Hartnell's reputation as an academic leader in the state of California.

Hartnell's 10,000 students are diverse, with Mexican and Mexican American students constituting more than 60% of the enrollment, mirroring the larger community population. Thus, Hartnell has earned the federal designation as an Hispanic Serving Institution. A large percentage of students speak Spanish as their primary language. The college employs approximately 100 full-time and 300 adjunct faculty members, 150 classified employees, and 30 administrators.

The college has gained accolades for its success in forming partnerships and internships with NASA, Naval Postgraduate School, and other institutions to prepare students for research careers. The arts flourish with a studio arts program and The Western Stage theater company. Recently, key partnerships with local industry helped the college to develop vocational programs in sustainable agriculture and green construction.



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Bond financing continues to provide funding for impressive new facilities on the main campus and on the 140-acre Alisal Campus, where the college just opened its Center for Advanced Technology in the spring. The King City Center opened in 2002 and now serves 1,500 of our students.

Hartnell College is key to the future of the community and its population. With over half of the population below the poverty level of income, the College provides an opportunity for making a significant social and economic impact on the community and on the lives of individuals. There is significant opportunity for enrollment growth, since the average age of the District population is 24.5 years.

Salary and Benefits:

- Management salary range I(a): \$127,356 to \$141,759 annually
- Within this salary range, the successful candidate's starting salary will be commensurate with verified education and experience.
- District paid medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
- Sick leave, vacation, paid holidays.
- Employee assistance program, basic life insurance for employee only.
- PERS (Public Employees Retirement System)
- 403b/457 Options

Application Procedure:

The priority screening date has been extended. **We have been experiencing network issues, so if you have emailed us your application materials but have not received an acknowledgement from us, please contact us at (831) 755-6706.** Completed applications must be received in the Hartnell Community College District Human Resources Office by **4:00 pm, on November 3, 2011** to be considered in the first round of screening. Incomplete application packets will not be considered. This position will remain open until filled and may be closed at any time thereafter at the request of the screening committee.

- 1) A letter of application explaining your experiences and qualifications in meeting each of the stated minimum and preferred qualifications for this position.
- 2) A completed District application for Administrative Position.
- 3) A comprehensive resume of educational background and experience including community involvement and professional achievements.
- 4) Copies of transcript(s) (need not be official) verifying all educational degrees and/or coursework required for this position.



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Selection Procedure:

Selected candidates will be invited for an initial interview with the screening committee. It is expected that interviews will take place the week of November 7, 2011. The finalists will be invited back for a final interview shortly thereafter. Beginning date of employment for this twelve months, classified management position will be on or after December 1, 2011.

Equal Opportunities

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.

SUBMIT APPLICATION MATERIALS TO:
Hartnell Community College District
Human Resources and Equal Employment Opportunity

411 Central Avenue

Salinas, California 93901

(831) 755-6706

Fax: (831) 755-6937

Email application materials to: work@hartnell.edu

Applications available at: www.hartnell.edu/hr