THE COLLEGE
Hartnell College is one of the oldest institutions of higher education in California, with a long tradition of serving the educational and work-force needs of the Salinas Valley. Founded in 1920, it now comprises two campuses in Salinas, the county seat of Monterey County, and an education center in King City in the south county region.

Hartnell’s academic programs prepare students for transfer to four-year colleges and universities, entry-level employment, and career change and advancement. The college has been particularly successful in forming partnerships with educational and research institutions in the sciences and math that have enhanced program development and provided unparalleled student internship opportunities. Its strong ties to the business community have helped to launch the Center for Advanced Technology on the Alisal Campus, with innovative programs in sustainable agriculture, green construction and design, and computer science. The college’s nursing and allied health programs, theater arts company, and athletic programs are points of pride to the entire community.

THE POSITION
The vice president for administrative services 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 administrative services directly oversees the design, delivery, and continuous process improvement of all Hartnell College sites and centers and of all administrative operations and services, including maintenance, custodial, grounds, human resources, risk management, grants management, cashiering, food services, purchasing, payroll, facilities planning and all other business functions of a community college.

Submit application materials via email, fax or in person to:

HUMAN RESOURCES &
EQUAL EMPLOYMENT OPPORTUNITY
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706 FAX: (831) 755-6937
Email: work@hartnell.edu

http://www.hartnell.edu/employment-hartnell

Application available on our website!

Anticipated start date: Negotiable, but no later than July 1, 2015

Open until filled
Initial screening extended-submit by April 3, 2015, 4pm
REPRESENTATIVE DUTIES

- Oversees development and monitoring of district budgets consistent with district goals and applicable laws; advises the college on fiscal implications of budgetary decisions.
- Oversees budgets for all programs supervised; provides for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
- Develops and monitors long and short term resource plans to support the college mission.
- Participates in policy development in matters of fiscal management and business operations.
- Manages operations and provides innovative leadership for the college and specific areas of responsibility.
- Selects, trains, supervises, and evaluates managers and other staff; coordinates the work of Administrative Services with other major college units.
- Coordinates the planning, development, and implementation of innovative approaches to fiscal management using technology, data management, or analysis to support the college’s mission.
- Oversees facilities planning and maintenance and operations projects, including capital and bond funds, bid processes, award of contracts and general supervision of ongoing scheduled maintenance and new building projects.
- Effectively represents the college in the community.
- Participates in appropriate committees, conferences, seminars, and workshops.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- A master’s degree in accounting, finance, business, business administration, public administration, or a related area from a regionally accredited institution, or equivalent combination of education and experience.
- Five years of increasingly responsible management experience, preferably in a higher education setting involving business and auxiliary services.
- Valid California driver’s license.

KNOWLEDGE AND ABILITIES REQUIRED

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Knowledge of the theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Knowledge of enrollment management principles and practices.
- Knowledge of fiscal management, strategic and facilities planning.
- Knowledge of pertinent federal and state laws and regulatory provisions.
- Knowledge of college accreditation procedures, practices, and standards.
- Ability to effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Ability to deliver formal and influential presentations.
- Ability to develop, implement, and evaluate programs and services.
- Ability to utilize data and assessment outcomes to make improvements for programs and services.
- Ability to inspire and motivate others toward goal achievement.
- Ability to counsel, direct and facilitate professional development of employees.
- Ability to develop and monitor budgets and effectively utilize resources.
- Ability to provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Ability to manage priorities in large, complex and diverse operational units.
- Ability to use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Ability to provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Knowledge of college accreditation procedures, practices, and standards.
- Ability to effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Ability to develop, implement, and evaluate programs and services.
- Ability to utilize data and assessment outcomes to make improvements for programs and services.
- Ability to inspire and motivate others toward goal achievement.
- Ability to counsel, direct and facilitate professional development of employees.
- Ability to develop and monitor budgets and effectively utilize resources.
- Ability to provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Ability to recruit, select, supervise, and evaluate employees.

* Meeting the minimum and/or desired qualifications does not assure any candidate an interview.

CONDITIONS OF EMPLOYMENT

- Regular, classified management position, negotiable start date, but no later than July 1, 2015.
- Management salary range I (a): $139,073 to $154,801 annually (within this salary range, the successful candidate’s starting salary will be commensurate with education and experience).
- Annual doctoral stipend $1500
- District provides health benefits, which currently consist of full coverage for medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
- Life, accident, and income protection insurance.
- Sick leave, vacation, paid holidays.
- PERS (public employees’ retirement system).

APPLICATION PROCEDURE

All applicants must provide the following items in order to be considered in the initial screening:

1) A completed district application for administrative service.
2) A letter of application (2-page max.) addressing your qualifications for and interest in the position.
3) A comprehensive resume of educational background and experience including community involvement and professional achievements.
4) College or university transcripts verifying educational requirement. (copies acceptable).

Note: degrees and credits must be from regionally accredited institutions. Any degree from a country other than the United States must be translated and/or evaluated by a NACES approved evaluation service.

It is the applicant’s responsibility to ensure that all required materials are in the Human Resources Office by the initial screening date for guaranteed review. Submit all materials together. Incomplete application packets will not be considered.

All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

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, 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.