

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

**Application Deadline: Friday, February 22, 2019; 5:00 p.m.**

## **DIRECTOR – LAKE CENTER**

Educational Administrator (12 month position)

### **GENERAL DESCRIPTION:**

Under the general direction of the Dean of Centers, provides administrative supervision and oversight of the instructional programs and services for the Lake Center and outlying areas.

### **REPRESENTATIVE DUTIES:**

Supervises Lake Center classified staff as they execute a variety of educational support services.

Makes staffing recommendations and capital outlay requests.

Assists in the coordination of student services; refers students to appropriate college support services as needed.

Assists in resolving student disciplinary issues.

Serves as liaison, representing the Lake Center and outlying areas to District departments, programs, and services.

Collaborates with the Dean of Centers in the development of the annual Lake Center budget and schedule of classes.

Selects, trains, and evaluates part-time faculty and other staff; determines teaching assignments; provides orientation and training; resolves problems; coordinates and conducts evaluations.

Works with Lake Center and District staff to ensure safe and effective operations of off-campus facility.

Represents the college to the public; establishes contact with the local community public agencies, school principals, counselors, teachers, business organizations, service organizations, cultural entities, and the media as needed.

Provides leadership to the local education community, including school districts and other agencies.

Evaluates programs and services at the Lake Center and outlying areas.

Works with District staff in the production of the class schedule, college catalog, posters, flyers, newsletters, media releases and other printed communication media for the centers and outlying areas.

Researches, collects, assembles, analyzes, and maintains information/data for a variety of purposes; prepares a variety of reports; makes presentations.

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## **QUALIFICATIONS**

Must meet State mandated minimum qualifications for an educational administrator

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

## **KNOWLEDGE OF:**

The role of an academic administrator  
The role of college centers  
Educational needs of the assigned communities  
Related laws, regulations, policies, and procedures  
Techniques of class scheduling  
Principles of budgeting, supervision, and management  
Long and short-range planning techniques  
Instructional support services  
Teaching-learning process  
Educational technology  
Quality instructional methods  
Community college operations

## **ABILITY TO:**

Plan, develop, organize and administer programs and services for community college off-campus centers  
Assess and evaluate community educational needs and interests  
Interpret and apply related laws, regulations, policies and procedures  
Assess and evaluate community needs and interests  
Develop and implement related programs, policies and procedures  
Provide administrative direction to faculty and staff  
Select, train, supervise, and evaluate faculty and staff  
Develop and manage budgets  
Make effective recommendations and decisions  
Take independent action  
Research, compile, and analyze information/data  
Prepare and present reports  
Visibly and positively represent the college to the public  
Work cooperatively with others  
Acknowledge and encourage faculty and staff excellence and professional development  
Communicate effectively verbally and in writing  
Prioritize workload and conflicting demands  
Effectively work in a demanding environment  
Operate a computer and use related educational technology  
Work variable hours including evenings and weekends

## **ASSIGNMENT/SALARY BENEFITS**

This educational administrator will be employed by an annual contract with an option for two-year renewals. The salary range is \$91,649 to \$106,096 with a maximum initial placement at Step 2. There is a stipend for an earned doctorate. Twelve days of sick leave and twenty days of vacation are earned annually. There are eighteen paid holidays. Family medical, dental, prescription, and vision benefits and employee life insurance are provided. Current salary schedule: <http://www.mendocino.edu/college/employment/salary-schedule>

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**Application Procedure:** By **February 22, 2019; 5:00 p.m.**, submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting_0.pdf)
- Cover letter
- Resume including education, experience, professional organizations and accomplishments
- Photocopies of all transcripts; a foreign transcript evaluation must be attached if applicable. (Official copies of transcripts are required upon employment.)
- Three recent letters of recommendation addressing experience and abilities
- A written response to the following (up to two pages total):
  1. Describe a time when you worked collaboratively with multiple constituent groups to meet a goal. What was your role? What was the outcome?
  2. What are the challenges and opportunities facing an off-campus center in a rural community college district? Your answer may address topics such as student services, scheduling, evaluations, student discipline, community connection, etc.

**Click here for Mendocino College's Student Equity Plan**

[http://www.mendocino.edu/sites/default/files/docs/personnel/final\\_mendocino\\_college\\_student\\_equity\\_plan\\_1-1-15.pdf](http://www.mendocino.edu/sites/default/files/docs/personnel/final_mendocino_college_student_equity_plan_1-1-15.pdf)

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

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With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

*Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*