



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
invites applications for the position of:**

President

SALARY:	Not Displayed
OPENING DATE:	11/20/20
CLOSING DATE:	01/24/21 11:59 PM
DESCRIPTION:	

This recruitment is being conducted to fill the Moorpark College President position. For more information about this exciting opportunity, please visit our website at <https://www.vcccd.edu/MCPresidentSearch>.

Under the direction of the Chancellor, the President serves as the Chief Executive Officer of the college, oversees the academic and student services functions for the college, ensures sound fiscal and facilities management, and implements statutes, regulations, policies, and procedures in consideration of the mission of the district and college.

REPRESENTATIVE DUTIES:

Plan and develop the overall academic direction for the college in conjunction with the Chancellor; plan and recommend the instructional and student services programs, college budget, and the organizational structure of the college; collaborate with district and college staff with regard to the strategic planning of short and long range goals and objectives, management of facilities, policy development, and resource allocation. **E**

Administer the overall development, evaluation, and improvement of the college curriculum and student services programs, services, and activities based on effective research and analysis; oversee the collaboration of instructional and student services managers to provide and enhance a student-centered model of education. **E**

Plan, organize, direct, and evaluate the activities of the college pursuant to the mission of the district and college and the goals and objectives as set forth by the Board of Trustees; report on college achievement of district and college goals. **E**

Provide leadership for sound fiscal planning in the development and management of the institution's budget and externally-funded initiatives; plan resource allocations for facilities, equipment, and technologies that support the mission and goals of the college and district. **E**

Conduct administrative staff meetings and councils; provide guidance to and receive advice from faculty organizations on matters relating to the instructional and student services programs and staff. **E**

Establish and facilitate communication between the college, students, communities, businesses, and district; provide leadership for the development of outreach activities and partnerships that

strengthen college viability; represent the college at meetings of the Board of Trustees, district cabinet, district planning activities in the community, and as appropriate at regional, state, and national conferences; ensure the visibility of the college within the community by promoting its accomplishments and developing appropriate marketing strategies. **E**

Recommend the selection, retention, promotion, and termination of college personnel; provide staffing recommendations in compliance with equal employment opportunity principles and guidelines; lead and coordinate innovative efforts for staff development and the improvement of instructional and student services programs. **E**

Coordinate projects and activities related to program and college accreditation, articulation, and matriculation. **E**

Provide for the safety of students, staff, and the general public at the college; support the implementation of safety training programs and services for students and staff; oversee college facilities to ensure they are functional, energy-efficient, and safe. **E**

Work cooperatively with the Academic and Classified Senates and Associated Students through a participatory governance process. **E**

Make recommendations and decisions regarding curricula and courses in consideration of input from the Academic Senate and college management; involve staff in the development and continuous appraisal of the general philosophy and specific objectives of the college; coordinate a system of evaluation that appraises the effectiveness of programs and personnel. **E**

Encourage development of a campus climate that will motivate students and staff. **E**

Perform related duties as assigned.

E = Essential Duties

MINIMUM QUALIFICATIONS:

Master's degree from a recognized accredited college or university and:

(A). One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

(B). Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identify, sexual orientation, and ethnic backgrounds of community college students.

SUPPLEMENTAL INFORMATION:

SALARY RANGE:

\$208,786 - \$244,975

Fringe benefits include family medical, dental, life, and vision insurance plans. The work year is 12 calendar months, including 20 vacation days per year, two floating holidays, and an additional three days off during the winter break.

APPLICATION PROCEDURE:

Applications will be accepted until the position is filled. To ensure initial consideration you must apply by Sunday, January 24, 2021.

All application materials must be submitted electronically through the District's online application system located at <https://www.governmentjobs.com/careers/vcccd>.

All applicants, including previous and current VCCCD employees, must submit the following materials in order for their application to be considered. Failure to submit these materials will result in disqualification. All required documents must be submitted by the applicant. Human Resources Department staff will not upload your documents for you.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

The following must be submitted for your application to be considered:

A.) A completed District Application for Management Employment.

B.) A letter of application, no more than five pages, that includes the date, applicant's name, and the position for which the applicant wishes to be considered. In the letter, the applicant must demonstrate how s/he meets the [Minimum Qualifications](#). The letter should describe the applicant's understanding of and sensitivity to the diverse academic, social, economic, cultural, ethnic and disability backgrounds of community college students. The letter should also give the Committee a clear understanding of how s/he will contribute, as a fully participating member of the Ventura County Community College District, to addressing Moorpark College's [Institutional Strengths and Opportunities](#).

C.) A current resume summarizing educational and administrative background and experience.

D.) Attach to your letter of application a list of eight references, including names, titles, email addresses, and telephone numbers from the following constituent groups: two supervisors, two direct reports (including one support staff member), two community members, and two faculty members. The applicant should identify the constituent group of which each reference is a member. These references will not be contacted without the candidate's permission.

E.) Official or unofficial copies of college/university transcripts demonstrating attainment of minimum qualifications. **Transcripts must show the degree title and the date the degree was conferred or the degree will not be considered for the purpose of determining if you meet minimum qualifications. Diplomas will not be accepted in lieu of transcripts. An official copy of your transcripts will be required upon being hired.**

F.) Letters of recommendation (Optional; if you choose to submit letters of recommendation, they should be uploaded with your application materials.)

NOTE: If you have completed coursework at a foreign institution that is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, you must include a full evaluation of the foreign transcript with your application materials if you wish for us to consider the coursework. To search for institutions that are recognized as accredited by CHEA or the U.S. Department of Education, visit <http://www.chea.org/4dcgi/chea/search/index.html?MenuKey=main> or <http://ope.ed.gov/accreditation/search.aspx>. For a list of VCCCD-recognized organizations providing transcript evaluation services, visit [here](#).

SELECTION PROCESS:

The screening committee will review and screen all applications. The committee will invite the most qualified applicants to an initial interview. Following this, the Chancellor will interview the candidates recommended by the screening committee for final consideration. Applicants will be reimbursed for travel expenses in accordance with District guidelines. More details pertaining to travel reimbursement will be provided to those who are invited to an interview.

Applicants with disabilities requiring reasonable accommodation during the selection process must inform the Ventura County Community College's Human Resources Department, in writing of this need no later than the date required for initial consideration. The request should include a

description of the type and extent of the accommodation requested. Please send requests to Andrea Ingley, Director of Employment Services/Personnel Commission, at aingley@vcccd.edu.

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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

Position #2020-01883
PRESIDENT
KB

761 East Daily Drive, Suite 200
Camarillo, CA 93010
805 652 5500

hmail@vcccd.edu

President Supplemental Questionnaire

- * 1. Please describe your formal training, internship, or leadership experience reasonably related to the administrative assignment for which you are applying.

- * 2. Please describe how you have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identify, sexual orientation, and ethnic backgrounds of community college students. *If you need more space, please respond on a Word document and upload it as an attachment to your application.

* Required Question