

PALO VERDE COMMUNITY COLLEGE DISTRICT



One College Drive
Blythe, CA 92225

Telephone: (760) 921-5408
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SUPERINTENDENT-PRESIDENT

THE COLLEGE:

Palo Verde College is a publicly supported 2-year college located in the beautiful Southeastern California desert along the Colorado River. Yearly enrollment is approximately 3,400 students (full and part-time). The College's main campus is in Blythe, and has a growing distance education program and an outreach program in Needles. Palo Verde College is a pacesetter in providing post-secondary education.

NATURE OF THE ASSIGNMENT:

The Superintendent/President is the chief executive officer of the District and reports to an elected seven-member Board of Trustees and a non-voting student trustee and is responsible for the delivery of educational and other services to promote student success. The Superintendent/President provides a high level of direction regarding the overall operation of the institution. The Superintendent/President serves as secretary to the Governing Board and the Foundation, provides educational, fiscal, organizational, and human resource leadership for the District, and serves as chief administrative officer responsible for planning, organizing and evaluating the resources, programs and services of the district.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

- Provides leadership for the college as whole, including, planning, development, implementation and evaluation of educational and fiscal programs for the college.
- Develops and maintains channels of communication with staff regarding all aspects of college operations including curriculum; instruction; business administration; finance; planning; construction and maintenance of physical facilities; personnel; student services; and educational planning.
- Assures compliance with District policies, state and federal regulations and requirements of accreditation agencies.
- Provides administrative direction in the development and initiation of campus policies and procedures, as well as the organizational structure, which affect curriculum, instruction, student services and activities, and other college operations.
- Presides over the decision-making process to ensure that final decisions and policies are in accord with the general District-wide policies and decisions officially adopted by the Governing Board.
- Oversees the preparation of the annual district budget and directs operations of the College within the provisions of the budget once it is approved by the Governing Board.

- Supervises, coordinates, and evaluates the general activities of all college administrators, and delegates to them such authority and responsibility as is required to perform their assigned duties.
- Advises the Governing Board on matters related to District planning, policies, and operations as they affect the district.
- Participates in hiring, training and evaluation of diverse faculty and staff highly qualified to achieve district goals.
- Maintains a highly visible leadership role in the communities served and develops strategic partnerships between educational institutions, corporations, businesses, civic and cultural organizations.
- Serves as an advocate for the district and articulates its mission and vision of the college and the California Community Colleges locally, statewide and nationally.
- Provides vision, leadership, inspiration and support to the district staff which results in innovation, program excellence and student success for all, including those with multiple barriers.
- Models superb communication and interpersonal skills, respect the contributions of all staff, and possess a collaborative leadership style that creates a campus culture that is inclusive and effective.
- Engages the community in strategic planning and program assessment that is both visionary and data driven and is the basis for major decisions.
- Recruits, retains and promotes the success of a student body, staff, faculty and administration that is reflective of the community's diversity.
- Is skilled and efficient in the allocation and management of fiscal resources and in the acquisition of new resources through the District's Foundation and other sources.
- Provides strong leadership to, communication with, and facilitation of the professional development and team building for the Board of Trustees.
- Makes a personal and professional commitment to this community that is demonstrated by his/her involvement and career intentions.
- Provide vision, leadership, inspiration and support to the district staff which results in innovation, program excellence and student success for all, including those with multiple barriers.

KNOWLEDGE AND EXPERIENCE:

- Demonstrates knowledge and understanding of budget and finance, budget development, budget cuts, and generating new sources of revenue.
- Demonstrates knowledge of the laws governing California community colleges, specifically Title 5, AB1725, and collective bargaining.
- Demonstrated knowledge and understanding addressing organizational change and restructuring.
- Demonstrates collaborative ability working with unions in a collective bargaining environment.
- Demonstrates knowledge of community college and higher education programs and services, academic innovation, workforce and economic development, student success, retention, transfer and career education.
- Demonstrates commitment and sensitivity to student diversity.
- Demonstrates knowledge and understanding of Accreditation Standards, Integrated Strategic Planning, Program Review, Student Learning Outcomes, Assessment, and Budget Development.
- Demonstrates commitment to equal opportunity.
- Demonstrates high level of administrative or executive level experience, preferably at an institution of higher education.
- Demonstrates successful experience in working with boards of trustees.
- Distinguishes record of professional achievement and innovation.
- Demonstrates successful experience in administering multi-million dollar budgets.
- Demonstrates successful experience in working with business, governmental and community agencies.
- Demonstrates successful experience in procuring external sources of funding.
- Thorough understanding of the philosophy and complexities of community college education in California.

SKILLS AND ABILITIES:

- Provides leadership in accordance with Accreditation Standards and the role of the Governing Board in policy development and general oversight.
- Communicates effectively in providing timely and complete information to the Governing Board, faculty, classified staff, administrators, managers, students, and the community that reflects both majority and minority thinking on diverse subjects.
- Ability to effectively negotiate collective bargaining agreements; resolve personnel conflicts and disputes; investigate, evaluate and recommend solutions to grievances, claims and complaints; and analyze and apply laws, rules, regulations and policies involving personnel matters.
- Ability to lead within a framework of transparency and shared decision-making.
- Provide leadership through continuing development of an environment that encourages participation in the business community, local government and education community.
- Engage the college community in strategic planning and program assessment that is both visionary and data driven and is the basis for major decisions.
- Provide vision, leadership, inspiration and support to the college staff which results in innovation, program excellence and student success for all, including those with multiple barriers.
- Be skilled and efficient in the allocation and management of fiscal resources and in the acquisition of new resources through the District's Foundation and other sources.

- Be highly visible in the community and create strong links between the college and the community through a variety of partnerships.
- Make a personal and professional commitment to this community that is demonstrated by his/her involvement and career intentions.
- Model superb communication and interpersonal skills, respect the contributions of all staff, and possess a collaborative leadership style that creates a campus culture that is inclusive and effective.

PERSONAL AND PROFESSIONAL CHARACTERISTICS:

- Act with ethics, integrity, character, and transparency.
- Establish a trusting and respectful working relationship with each member of the Board of Trustees.
- Possess superb knowledge and skills related to fiscal management and the ability to acquire new resources.
- Practice shared consultation and decision-making, collaboration and collegiality to make difficult decisions in a timely manner.
- Be passionately committed to the Mission of the Palo Verde College.
- Champion innovative teaching and learning with a focus on student success.
- Relate well and interact regularly with students and student leaders.
- Build partnerships with leaders in business and industry, P-16 education, and community-based organizations.
- Be visible, approachable and accessible on campus and in the community.
- Commit to the district and the community it serves, and provide stability and continuity.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited institution.
- Sensitivity to and understanding of the diverse academic, socio-economic, cultural and ethnic backgrounds of community college students.
- Demonstrated fiscal, organizational, and human resource experience.

PREFERRED QUALIFICATIONS:

- An earned doctorate. Teaching and administrative experience in a community college and/or other accredited post-secondary educational institutions.

SALARY:

- The salary will be negotiable and will be determined on experience and educational background.
- The College offers an attractive package of fringe benefits including, district paid medical/hospital, dental and vision care plans and group life insurance.

APPLICATION/FINAL FILING DATE: June 22, 2012

How to Apply:

In accordance with Board Policy 2410, Applicants for consideration shall submit **all** of the following:

- **District Application Form:** The candidate must complete the district application form for the position.
- **Cover Letter:** In a letter of five pages or less, candidates will succinctly state how they would address the **Duties and Responsibilities** for the position and how their **Knowledge and Experience, Skills and Abilities, Personal and Professional Characteristics** and **Qualifications** will enable them to successfully address the requirements for the position. Applicants should cite specific examples from background and experience to demonstrate knowledge and expertise necessary for this position.
- **Resume.**
- **References:** The names of ten references, including business and cell or contact telephone numbers and email addresses. The references must include two supervisors, two direct report administrators, two faculty, two classified staff members, and two colleagues or community members. Preferably, references are to be from current and former institutions.
- **Unofficial Transcripts:** Official transcripts will be required upon hire.

The application will be submitted on line and all other materials will be converted to PDF format and be submitted electronically to:

Mrs. Debbie Mitchell, HR Manager
dmitchell@paloverde.edu

Dr. Donald F. Averill Consultant
daverill@pplpros.com

Applications will be accepted until the position is filled. It is anticipated that the Search Consultant and Search Committee will begin reviewing application in June 2012 with an approximate start date of August 1, 2012. All inquiries, nominations and applications will be held in the strictest confidence.

PALO VERDE COMMUNITY COLLEGE DISTRICT
One College Drive
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Applications for this position will be accepted until filled; however, you are encouraged to submit your applications and supporting documentation by June 22, 2012.

PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/ADA/EEO

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.
2. The screening procedure:
 - a. A committee will screen all applications. Meeting the minimum qualifications for the position does not assure an interview.
 - b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
 - c. The Superintendent/President will then make a recommendation to the Board of Trustees.
3. Hopefully all interviews will be scheduled for the same day and evening.
4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.
5. ***Travel costs related to these initial interviews will be borne by the candidate.***
6. A second interview may be required for selected candidates.
7. Candidates will be notified by letter of their status as the committee progresses through the hiring procedure.
8. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent/President's recommendation for employment.
9. The District reserves the right to contact the current or most recent employer of any candidate and to investigate past records.
10. The District reserves the right to re-advertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
11. The District does not return to the candidate materials submitted in application for a position.
12. An optional form, "Affirmative Action Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.
13. The Immigration and Naturalization Act requires the district to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.
14. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form.
15. The provisions of this document do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.