



Pasadena Area Community College District **Employment Opportunity**

ASSOCIATE VICE PRESIDENT, STRATEGIC PLANNING AND INNOVATION

Academic Management Position
#423

Exempt Position: This is an exempt position not subject to overtime pay.
Management earn 22 vacation days per fiscal year.

DEFINITION:

Under the direction of the Superintendent/ President, align unit-level strategic goals, objectives, actions, metrics, targets and responsibilities with the Educational Master Plan (EMP) and Board of Trustee goals. The AVP will be responsible for identifying the organizational capacities needed to achieve the organization's strategies as well as the means to develop or acquire those capacities.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):

- Provide overall leadership in planning, organizing, and directing in order to establish an integrated strategic plan.
- Assess integrated planning capabilities in order to deliver on the Educational Master Plan goals and objectives, with an emphasis on the development of degree programs to accelerate student graduation and transfer.
- Lead the implementation of and monitor progress towards strategic priorities through innovative approaches.
- Assist the Superintendent-President and Assistant Superintendents with cross-School and interdisciplinary curriculum and program development, including creating a conducive environment for faculty to collaborate on program development and improve teaching excellence.
- Evaluate the effectiveness of the District's overall programs and services and develop plans and policies for the improvement of said programs through assessment.
- Assist the Superintendent-President and Assistant Superintendents with external partnerships, government relations and grant development and management.
- Supervise, select, train, motivate and evaluate the performance of assigned staff, establish and monitor employee performance objectives, prepare and present employee performance reviews, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline procedures, review and recommend staffing patterns.
- Perform other related duties as assigned.



KNOWLEDGE OF:

- Issues and trends facing the California Community College.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Principles and practices of instruction, accreditation program review and planning.
- Planning, organizing and directing an instructional program within an institution of higher education.

ABILITY TO:

- Provide overall leadership in planning, organizing, and directing the academic activities and functions of the District.
- Work effectively with a multi-culturally diverse student, staff, and community population.
- Supervise the administration of the Department budget.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).
- Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

MINIMUM EDUCATION AND EXPERIENCE:

- Possession of a Master's Degree from an accredited university in a related discipline
- AND

- Five (5) years of increasingly responsible and recent experience (in the last ten (10) years) in a management position in higher education, preferably community college.

DESIRABLE QUALIFICATIONS:

- Possession of a doctorate degree in a related discipline.
- Substantial experience (ten (10) years or more) and a distinguished track record as a teacher in higher education.
- Ability to articulate and demonstrate a meaningful commitment to the college's identity and mission.

OTHER LICENSES AND REQUIREMENTS:

- Ability to travel.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.



ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SALARY AND BENEFITS:

Salary and other terms of employment are competitive. Placement is on the District Management Association Salary Schedule which is available online at www.pasadena.edu.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:

- Successful completion of background and fingerprint clearance and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:

The District application and all supporting documents must be received on or before **APRIL 4, 2014**. **A postmark is not acceptable for this purpose.** District applications and supporting documents should be submitted to:

Smart Employer Partners

P.O. Box 8121

Van Nuys, CA 91409

Email: apply@smartemployerpartners.com

If you have questions about this position or the application process, please contact:

Donna Voogt

Smart Employer Partners

(818) 314-8382

donna.voogt@smartemployerpartners.com

To access application materials online, please visit our website: www.pasadena.edu.

The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

SUPPORTING DOCUMENTS:

For full consideration, applications **MUST** include all items in the order listed below. An incomplete application packet will not be accepted.

1. Official District application form.
2. A list of at least five references (name, address, phone number and position), including your last supervisor, and at least one of each of the following: peer, direct report, and faculty.
3. A letter of interest addressing the selection criteria and extent of experience listed under "The Representative Duties," "Knowledge and Abilities," "Education and Experience" and "Desirable Qualifications" headings.
4. Professional resume.
5. Unofficial transcripts (required). If hired, official transcripts will be required. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.

Note: It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District **will not** sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform:

Donna Voogt

Smart Employer Partners

(818) 314-8382

Email: donna.voogt@smartemployerpartners.com

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer**

