

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: Monday, July 8, 2019, 5:00 p.m.

CENTER OPERATIONS SUPERVISOR – North County Center (NCC)

40 hours per week, 12 months per year

GENERAL DESCRIPTION:

Under general direction of the Dean of the Centers, supervises and coordinates the daily operation of the College Center, including outlying locations assigned to the Center; supervises assigned personnel.

REPRESENTATIVE DUTIES:

Coordinates and performs a variety of administrative details related to the operation of various programs and services including outlying locations assigned to the Center, facilities, scheduling of classes, registration, assessment, tutoring, advertising, budgeting, special needs of students, etc.

Selects, trains, supervises, and evaluates office staff, instructional aides, work study students, and others; compiles employment paperwork and forwards to Human Resources; orients new faculty/staff to facility and services.

Maintains positive relations and consistent communication with District Offices, such as Admissions & Records, Student Services, Financial Aid, Human Resources, Fiscal Services, the Learning Center, and Facilities.

Coordinates a variety of activities with students, local school districts, and communities served; establishes and maintains positive staff and public relations.

In the absence of the Dean of the Centers, is the first point of contact for part-time faculty, students, and the public who have concerns, complaints, or questions about Mendocino College policies & procedures

Coordinates day-to-day, on-site student services from the main campus including counseling, tutoring, financial aid, library, learning center, computer lab, and others.

Assists in the development and maintenance of the Center budget; assigns budget codes, determines and monitors account balances and prepares summary reports as necessary; supervises the reconciling and depositing of cash receipts; attends meetings and coordinates with Fiscal Services.

Assists students in interpreting College catalog including program and degree information.

Works with Dean of Centers and Counseling to develop Center counseling schedule

Assembles, compiles, prepares and tabulates data and information for a variety of reports and other purposes; prepares correspondence and reports.

Monitors class enrollments and instructor attendance.

Assists in the development of Center policies and procedures and provides for their interpretation and communication to others.

Travels occasionally to locations administered by the North County Center (Round Valley, Anderson Valley, Laytonville, etc)

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Attends meetings, workshops, and job related trainings as directed.

As needed, administers assessment tests; works registration counter; collects and verifies completion of admissions applications; verifies and processes fee waivers; registers students; collects fees; makes counseling appointments; etc.

Attends to ongoing facilities oversight; collaborates with Facilities Director to problem solve and coordinate activities related to the Center facility; monitors janitorial services.

Performs related duties as assigned.

QUALIFICATIONS

Associates Degree. Progressively responsible experiences in an office environment.

PREFERRED QUALIFICATIONS

Bachelor's degree

KNOWLEDGE OF:

A wide variety of main campus departments and services, including procedures and paperwork to serve students

Current office practices, procedures, and equipment, including Microsoft Office Word processing, spreadsheet, and database software

Recordkeeping techniques

Computer applications and data entry techniques

Correct English usage, grammar, spelling, punctuation, vocabulary, and basic arithmetic

Basic research methods

Interpersonal skills using tact, patience, and courtesy

Principles and practices of supervision and training

Budget preparation and control

Verbal and written communication skills

ABILITY TO:

Coordinate a variety of Center operations performing administrative detail related to the operation of various programs and services

Maintain a wide variety of complex and computerized files, records, and logs including financial and statistical data

Compile and verify data

Compose correspondence, prepare narrative, financial and statistical reports, and related materials

Communicate effectively both verbally and in writing to a diverse population, including English language learners

Establish and maintain cooperative and effective working relationships with others

Plan, organize, prioritize, and schedule work

Train, supervise, and evaluate personnel

Read, interpret, apply and explain rules, regulations, policies, and procedures related to the operation of the Center

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

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WORKING CONDITIONS:

College Center environment; subject to interruptions and distractions. Physical demands include sitting, standing, bending, walking, and occasional light lifting (up to 15 lbs)

ASSIGNMENT/SALARY BENEFITS

The salary range is \$55,307 to \$64,024 over five years 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>

Application Procedure: By **July 8, 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, 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-classified_0.pdf
- Cover letter
- Resume including education, experience, professional organizations and accomplishments
- Two recent letters of recommendation
- A written response to the following
 1. A successful Center Operations Supervisor needs to have the ability to work autonomously to manage a complex variety of tasks each day. Describe your abilities and experience as they relate to working independently in this context.
 2. The Center Operations Supervisor also needs to collaborate with College staff across all departments, with community members, and with Center staff to provide an optimum learning environment for students. What abilities and experiences do you have which illustrate your competence as a collaborator with a diverse group of stakeholders.

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, a Hispanic Serving Institution, 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.

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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.

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.