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**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

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**Application Deadline: Friday, July 19, 2019, 5:00 p.m.**

**MENDOCINO-LAKE ADULT CAREER EDUCATION (ML ACE) PROGRAM MANAGER**

Classified Administrator

40 hours per week, 12 months per year

**GENERAL DESCRIPTION**

Under general direction of the Dean of Centers, the ML ACE Program manages, plans and coordinates activities of the Mendocino-Lake Adult and Career Education Consortium to ensure that program goals, objectives, outcomes and deliverables are completed within the established timeline. This position is recognized by the California Adult Education Program (CAEP) as the Project Director for all state mandated reporting purposes and in representing the Consortium. Specific duties are listed below.

**REPRESENTATIVE DUTIES:**

- Leads the Adult Education Program Consortium planning team in the formulation, implementation and evaluation of program objectives and priorities.
- In collaboration with assigned partners, develops milestones and timelines; tracks and reports goals, outcomes, and deliverables to all program stakeholders.
- Supervises and evaluates administrative support staff and outreach & support specialist positions.
- Organizes and manages logistics for regular meetings including teleconferences or in-person meetings including travel, events, agendas, preparation of reports for regular updates, meeting minutes, and follow up actions.
- Monitors and reports progress towards program goals, objectives, outcomes, and deliverables.
- Manages project budget in collaboration with consortia partners, appropriate college administrators, and college accounting staff.
- Establishes and maintains accurate, timely and complete recordkeeping processes and ensures proper fiscal reporting.
- Organizes and completes PR/media related to the Adult Education activities, including drafting articles for the paper, sub-contracting for any required printed materials/brochures, uploading best practices reports, and maintaining website updates.
- Coordinates any required trainings for consortia members and/or adult learners based on agreed upon projects.
- Attends weekly Adult Education webinars and shares relevant information with the consortium members.
- Keeps an updated list of services and referrals, and provides this list to consortium members at each monthly meeting (either electronically or hardcopy).
- Collects and analyzes a variety of complex data and information. Performs statistical analysis and summarizes findings in applicable reports and other communication mediums.
- Communicates an informed understanding of the objectives and outcomes of the program to college administrators, Consortia, and other program stakeholders.
- Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other



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pertinent information as appropriate; represents the District on Local, State, and National committees, advocacy groups, and/or other related groups; confers with a variety of governmental agencies and other organizations regarding program issues.

- Attends meetings required by funding source, which may require out-of-state travel.
- Maintains relationships with business, labor, industry, governmental agencies, and community organizations.

### QUALIFICATIONS

This is a classified administrative position.

A Bachelor's degree or equivalent, in related field; a Master's degree is preferred.

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

#### KNOWLEDGE OF:

Community college leadership

AB86 and AB104 and the Adult Education Block Grant, which is now the California Adult Education Program

Adult Education programs and services

Related laws, regulations, policies, and procedures

Techniques of project management

Principles of budgeting, supervision, and management

Long and short-range planning techniques

Student support services

Community college operations

Computer-based technology for management of assigned program/project

#### ABILITY TO:

Plan, develop, organize and administer programs and services for community colleges

Assess and evaluate both student, and campus 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



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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  
Travel to committee meetings and conferences

**Salary and Benefits:** This classified administrator will be employed by an annual contract beginning on a date agreed upon by the selected candidate and the District. **The current salary range is \$69,273 - \$80,192.** There are four annual step movements; initial placement will be at step 1, unless approved by the Superintendent/President. 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. **Medical, dental, prescription, and vision benefits, provided for employee and dependents. Employee life insurance provided. Cost of premiums fully paid by district for employee and dependents with no monthly cost to employee**

**Application Procedure:** 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 [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Mendocino College Non-Academic Application and Voluntary Applicant Survey:  
[https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- A Letter of interest addressing how you are qualified to fill the position.
- Resume including education, experience, professional organizations and accomplishments.
- A written response on the following (up to two pages total):

A successful Mendocino-Lake Adult and Career Education (MLACE) Program Manager will be a collaborative facilitator. Describe your strengths as a collaborative facilitator and share the strategies you would use to lead the ML ACE Consortium to reach their goals and meet state fiscal and program requirements.

***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 technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting



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and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills 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.

**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.