

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: February 28, 2018 @ 5:00 p.m.

**Assignment Duration:
Date of Hire through Dec 31, 2018
w/possibility of extension**

TITLE: Mendocino Lake Adult and Career Education (ML ACE) – Program Manager (Interim)

GENERAL DESCRIPTION:

Under general direction of the Director of the Lake Center, the ML ACE Program Manager manages, plans and coordinates activities of the Mendocino Lake ACE Consortium to ensure that program goals, objectives, outcomes and deliverables are completed within the established timeline. 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.

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 record keeping 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).

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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 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:

Mendocino Lake Adult & Career Education (MLACE)
Community College and K-12 Adult School leadership
AB104 and the Adult Education Block Grant
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

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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
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

ASSIGNMENT/SALARY BENEFITS:

This educational administrator will be employed on strictly an interim basis for the maximum of 12 months. The annual salary for this position is \$69,273. There are no District sponsored benefits for this position, however mandated PERS/STRS membership will be honored.

Application Procedure: By **Feb. 28, 2018 @ 5:00 p.m.**, submit application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482 or submit electronically via email to HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

If not currently employed at Mendocino College, Completed Mendocino College Non- Academic Application and Voluntary Applicant Survey:

<https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>

A letter addressing how you are qualified to fill the position.

A List of professional references.

Resume including education, experience, professional organizations and accomplishments

A written response on the following (up to two pages total):

- A successful Mendocino Lake ACE Program Manager will be a collaborative facilitator. Describe your strengths as a collaborative facilitator and share the strategies you would use to lead the Mendocino Lake ACE Consortium to reach its goals and meet state fiscal and program requirements.

Incomplete application packets will not be forwarded to the selection committee.