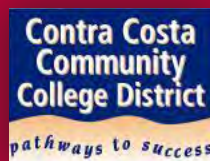




*The Contra Costa  
Community College  
District invites  
applications for the  
position of president of  
Los Medanos College.*



## **A SNAPSHOT OF THE COLLEGE**

Los Medanos College, opened in 1974, prepares students to excel and succeed economically, socially and intellectually in an innovative, engaging and supportive learning environment. LMC provides quality programs and state-of-the-art facilities to serve the needs of a rapidly-growing and changing East County while enhancing the quality of life of the diverse communities it serves. Known for its transferable general education program and career technical programs strongly connected with local business and industry, LMC serves approximately 10,000 students.

## **MISSION STATEMENT**

Los Medanos College is a public community college that provides quality educational opportunities for those within the changing and diverse communities it serves. By focusing on student learning and success as our first priorities, we aim to help students build their abilities and competencies as life-long learners. We create educational excellence through continually assessing our students' learning and our performance as an institution. To that end, we commit our resources and design our policies and procedures to support this mission.

**LOS MEDANOS  
COLLEGE**

The Contra Costa Community College District, founded in 1948 and governed by a publicly elected five-member board, is one of the largest multi-college community college districts in California. The mission of the District is to attract and transform students and communities by providing accessible, innovative and outstanding higher education learning opportunities and support services.

# JOB DESCRIPTION

## DEFINITION

The President is the chief executive of the college. The President reports to the Chancellor and is responsible for the delivery of educational and other services provided by the college and for the supervision of the administrative staff and all educational programs and services of the college. The President provides high level direction regarding the overall operation of the college, its outreach locations and centers. The President delegates to the Vice President, Deans and Directors the supervision of other administrative, teaching and classified staff.

## DUTIES AND RESPONSIBILITIES:

- Develops and maintains channels of communication with staff members 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.
- Maintains the college as a community institution by serving as the chief interpreter of the needs of the students and service area of the college, and promotes the development and implementation of needed programs and services.
- Provides leadership for the college as whole, including, planning, development, implementation and evaluation of educational and fiscal programs of the college.
- Assures compliance with college and District policies, state and federal regulations and requirements of accreditation agencies.
- Provides administrative direction in the development and initiation of college 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 and participates in the governance structure of the college to ensure that final decisions and college policies are in accord with the general District wide policies and decisions officially adopted by the Governing Board.
- Oversees the preparation of the annual college 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 Chancellor on matters related to District planning, policies, and operations as they affect the college.

- Participates in hiring, training and evaluation of diverse faculty and staff highly qualified to achieve college goals.
- Encourages professional excellence among faculty, staff and administration to achieve the college's mission and 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 college and articulates the mission and vision of the college and the California Community Colleges locally, statewide and nationally.
- Performs related duties as required.

## CHALLENGES AND OPPORTUNITIES

The following list reflects current challenges and opportunities that the candidates will need to address:

### Leadership, Governance and Advocacy

- Engendering trust and confidence in the Office of the President by encouraging and maintaining open communication on campus and in the community with maximum transparency.
- Advocating and supporting the College's shared governance, planning and decision-making structure that promotes collaboration, collegial consultation and respect among all constituencies through broad based sharing of information, responsibility and accountability.
- Understanding the requirements of WASC accreditation standards and ensuring the organization is in place to maintain full accreditation status.
- Guiding the college soundly in times of declining resources and budgetary constraints while promoting a level of confidence among all members of the college community.
- Serving as an advocate for the college and participating as a member of the District leadership team to help facilitate and develop, communicate, understand and implement District policies, procedures and mission.
- Collaborating and strengthening relationships between the three colleges and the District.

### Student Learning, Academic Programs, and Student Support Services

- Promoting and supporting an environment where teaching and student achievement are central to the mission of the college and encouraging faculty and staff excellence, creativity, innovation for instruction and student services.
- Promoting and supporting programs and services to increase the number of students that are prepared to transfer to four year colleges and universities.
- Supporting career technical education for workforce training and the continuing development of skills students require to meet workplace and industry standards of performance.

- Providing leadership to improve the success of under prepared and ESL students while maintaining academic excellence.
- Working to improve student success as measured by increased retention, persistence, certificates, degrees and transfers.

## Community Partnerships and Economic Development

- Participating in activities that strengthen the College's image and community relations; developing effective partnerships between the College and business, trade associations, government entities and community-based organizations.
- Participating in the region's economic growth and global competitiveness through education, training and services that contribute to continuous workforce improvement and local economic development.
- Facilitating life-long learning for members of the community, as well as serving the needs of business and industry.
- Strengthening and building cooperative partnerships with secondary and post-secondary schools, colleges and universities.

## Human Resources

- Demonstrating effectiveness in, and a commitment to, building and maintaining institutional diversity and equal employment opportunity.
- Demonstrating ethical leadership in establishing an environment that promotes collegial consultation and good labor relations with the faculty, classified staff unions and college management team.
- Supporting policies that provide opportunity for educational and professional development, personal growth and career advancement.

## Planning, Finance and Facilities

- Providing leadership in creating a shared vision for the future of the college, that is consistent with the College mission and goals, and with participation from internal and external constituents.
- Ensuring the College's strategic master plan and program review drives the budget process, resource allocation, facilities planning and future development.
- Protecting, expanding and leveraging the College's fiscal resources by advocating for state and federal funding and creatively pursuing alternative funding sources.
- Supporting technology in the classroom and understanding the need to review, upgrade and maintain equipment and technological systems for teaching, learning and administrative support.
- Participating actively in the leadership of the College Foundation.

# LOS MEDANOS COLLEGE

## MINIMUM QUALIFICATIONS:

### EDUCATION:

An earned doctorate from an accredited college or university is preferred. A master's degree from an accredited college or university is required.

### EXPERIENCE:

A minimum of five years of senior-level management experience, preferably in a community college environment. Three years of full-time teaching or student services experience. Current or prior experience as a college president or the equivalent may be used in lieu of other management, teaching or student services requirements. Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.

### Desirable Professional Characteristics, Experience and Skills:

- A leader who can collaboratively create a shared vision for the college both short-term, during these difficult economic times, and long term to engage all members of the campus and community.
- A leader with a demonstrated commitment to academic quality, academic freedom, and academic excellence in the teaching and learning process.
- A leader who has a history of supporting and facilitating student and institutional success.
- A leader who embraces and encourages the use of technology across all levels of the college administration and instruction in support of student success and college efficiency.
- A leader who has demonstrated commitment to a governance structure and who promotes collaborative decision-making, collegial consultation and respect among all college constituencies.
- A leader who has experience in planning, financial management, budgeting, assessing priorities, resource allocation, and the use of data in college decision-making.
- A leader who is knowledgeable about facilities, construction projects and bond measures.
- A leader with the ability to work effectively in a collective bargaining environment and who will value good labor relationships at the college.
- A leader who is an effective and enthusiastic advocate for the institution who is responsive to local, regional and industry needs, and who will represent the college effectively.

- A leader who has experience in fundraising and understands the role of a college foundation.
- A leader who has experience in building business, community and educational partnerships and who is involved and engaged with community leaders.
- A leader who is knowledgeable about state and federal laws relating to education, especially those pertaining to California community colleges.
- A leader who is knowledgeable about accreditation standards, eligibility requirements and policies.

### Desirable Personal Characteristics

- A leader who possesses high professional standards and a personal code of ethics characterized by honesty, integrity, openness and fairness in personal and professional interactions and who is committed to personal and staff accountability.
- A leader with cultural competence, committed to and appreciative of ethnic, cultural, gender and social diversity.
- A leader who is a consensus builder with a management style that empowers others through team building, is inclusive, collaborative, effective, consistent and acknowledges their contributions.
- A leader who values, supports, motivates and advocates on behalf of professional development.
- A leader who is accessible and visible, works well with students, faculty, classified staff and administrators, and fosters a sense of community at the college.
- A leader who communicates effectively, possesses an open communication style with strong oral, writing and active listening skills.



# LOS MEDANOS COLLEGE

## COMPENSATION AND BENEFITS:

Salary, length of contract and other terms and conditions of employment will be dependent on experience. The district offers an excellent benefits package which includes medical, dental, vision, life insurance, disability insurance and membership in the State Teachers' Retirement System.

## HIRING PROCESS TIMELINE:

February 15, 2012: Job closing date

February 16, 2012: Screening of applications begins

March 21 & 22, 2012: Initial Interviews

March 26, 2012: Open Forum Sessions for Job Finalists

March 27, 2012: Final Interviews with Chancellor Helen Benjamin

July 1, 2012: New President assumes office

## HOW TO APPLY:

If you are interested in applying for this position, please click on this link (<https://www.4cdcareers.net/postings/1079>).

Next, click on the tab which says "Apply to this Job" to complete the online employment application.

You will need to complete and submit the following three documents to be considered:

1. An electronic employment application.
2. A current and complete resume of educational, professional, community experiences and accomplishments that particularly relate to this position.



3. A cover letter (This letter will serve as an introductory letter of no more than three pages expressing your interest in and qualifications for this position).

Official transcripts verifying academic qualifications will be requested upon job offer.

The Presidential Screening and Interview Committee composed of a search consultant, faculty, staff, administrators, students, and community representatives will begin reviewing applications on February 16, 2012, but late applications will be accepted until the position is filled. Airfare and hotel accommodation expenses in connection with any interview will be reimbursed by the college district. All inquiries and applications will be held in confidence until interviews with the selected final candidates are confirmed.

### For confidential telephone inquiries about the position, please contact:

Dr. Frances White  
Search Consultant  
Community College Search Services  
(415) 464-1121  
[franlavone@comcast.net](mailto:franlavone@comcast.net)

If you have questions, about the application process you may contact the District Office, Human Resources Department:

Mrs. Sophia Lever  
Recruitment and Classification Analyst  
Contra Costa Community College District  
Martinez, California 94553  
925-229-1000, x1298  
[slever@4cd.edu](mailto:slever@4cd.edu)

## Contra Costa Community College District

[www.4cd.edu](http://www.4cd.edu)

### Contra Costa College

2600 Mission Bell Drive  
San Pablo  
(510) 235-7800  
[www.contracosta.edu](http://www.contracosta.edu)

### Diablo Valley College

321 Golf Club Road  
Pleasant Hill  
(925) 685-1230  
[www.dvc.edu](http://www.dvc.edu)

### Los Medanos College

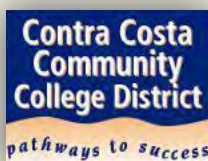
2700 East Leland Road  
Pittsburg  
(925) 439-2181  
[www.losmedanos.edu](http://www.losmedanos.edu)

### Brentwood Center

101 Sand Creek Road  
Brentwood  
(925) 513-1625  
[www.losmedanos.edu](http://www.losmedanos.edu)

### San Ramon Campus

3150 Crow Canyon Place  
San Ramon  
(925) 866-1822  
[www.srvc.net](http://www.srvc.net)



## Contra Costa Community College District Governing Board

Tomi Van de Brooke, *President*  
Sheila A. Grilli, *Vice President*  
John E. Márquez, *Secretary*  
Robert Calone, *Member*  
John T. Nejedly, *Member*  
Francisco Hinojosa, *Student Trustee*