Pasadena Area Community College District
Employment Opportunity

DEAN, BUSINESS
Academic Management Position
100% - 12 Months
#111

Exempt Position: This is an exempt position and is not subject to overtime pay.
Management earn 22 vacation days per fiscal year.
Closing Date: Wednesday, March 2, 2016 by 4:00 p.m

THE POSITION:
Under the direction of the Assistant Superintendent/Vice President of Instruction, the Dean, Business has principal administrative responsibility for the instructional clusters of departments and disciplines under his or her supervision. The Dean functions as the primary contact with faculty with regard to budget, curriculum, schedule program development, and staffing issues. The Dean initiates, coordinates, and/or supervises educational initiatives related to the division's programs, including student learning outcomes, program review, and others, as identified. Additionally, the Dean provides administrative supervision of all faculty, classified support, and hourly workers in his/her area.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
- Coordinate the educational operations and activities of the assigned division including developing class schedules, generating faculty assignments, and projecting and meeting Full Time Equivalent Student (FTES) enrollment targets
- In consultation with departments within the division, prepare and monitor program budgets
- Support faculty in the development and assessment of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and Institutional Learning Outcomes (ILOs)
- Work with faculty to ensure completion of division program reviews
- Participate fully in the integrated planning process
- Ensure that programs operate within State and Federally-mandated requirements
- Work with faculty and staff to determine needs for curriculum or program additions, modifications, and deletions
- Prepare documents/reports for program and course development, including accurate schedules, catalog information and support of program publicity
- Maintain current knowledge of new developments, to include changes in information technology impacting online teaching, and curriculum and articulation requirements in community colleges and higher education
REPRESENTATIVE DUTIES (CONTINUED):

- Work cooperatively with Student Affairs personnel to analyze data from assessment and testing methods and practices relevant to course/program offerings
- Partner with and support Student Services by informing faculty of programs and services (e.g. EOPS, DSPS, Veterans, Foster Youth, CalWORKs, Ujima) available to students
- Consult collegially with faculty and staff regarding appropriate schedule of classes to meet the needs of students
- Determine final schedule, faculty assignments, and substitute assignments; monitor schedules and workload for accuracy throughout the semester including timely submission of schedules and final grades
- Follow provisions of collective bargaining agreements
- Administer financial resources consistent with District policy
- Develop and maintain external relationships with applicable departments, divisions, or schools at local four year institutions
- Evaluate and approve requests for supplies and equipment, maintaining consistent communication with departments
- Communicate with faculty and staff by holding regular meetings and in-service training to facilitate collaborative planning and decision-making; keep them informed about College-wide issues and projects
- Collaboratively determine needs for staff and faculty development, and facilitate record-keeping to ensure staff and faculty development accountability
- Organize and serve on committees for hiring and ensure compliance with District personnel policies, procedures and practices for the employment of faculty, administrators, classified staff, student workers and short-term temporary and substitute employees
- Mediate and resolve faculty, staff and student problems, complaints and first level grievances according to employee contracts and College policy and procedures
- Supervise and evaluate faculty, classified staff, and auxiliary personnel according to proper management practices, District policies and procedures, the Collective Bargaining contracts, and state and federal regulations
- Serve on College and ad hoc committees and participate in campus-wide and community activities; actively engage in shared governance with all constituents and foster collaborative relationships
- Represent the District in local, regional and state-wide instructional meetings and committees, which may include travel
- Perform other related duties as assigned

KNOWLEDGE OF:

- Higher education in community colleges
- The mission and changing role of the community college in meeting the workforce needs of the community
- The issues and requirements of California Community Colleges
- The California Education Code, Title 5 and other state, federal, and local laws, regulations, restrictions and requirements as they apply to the community college
- California Community College Chancellor's Office guidelines
- District organization, operations, policies, and objectives
- College governance structure and processes
- Multiple methods of instruction
- Student Learning Outcomes assessment
- Evaluation methods
- Curriculum development principles, practices, and processes
- Program Review
- Data Analysis
- Accreditation Standards
- Office productivity software such as Microsoft, Word, Excel, Outlook, Access
- Modern office procedures, practices and equipment
- Budget preparation and management
- Standard management principles and practices of effective administration, supervision, and training
ABILITY TO:

• Assist in the development, direction and coordination of policies, programs and services
• Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation, and California Education Code
• Effectively counsel and assist staff, faculty, administrators, and the public
• Communicate effectively both orally and in writing
• Review and analyze data for accuracy and completeness and make recommendations
• Research and assist in resolving issues involving data fields contained within specialized software
• Work closely and effectively with instructional areas
• Establish and maintain positive and effective working relationships with others
• Maintain records and prepare reports
• Work independently with minimal supervision
• Establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience, courtesy, and diplomacy
• Select, supervise, train, and evaluate the performance of assigned staff; plan, organize, prioritize and assign individual and team work to meet deadlines
• Provide tactical planning
• Ability to multitask at varying levels of detail
• Organize relatively complex projects or activities that are interdepartmental in scope
• Embrace a vision and coordinate details of implementation
• Operate a computer and various software programs; navigate the Internet
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff and community

EDUCATION AND EXPERIENCE:

• Master’s degree from an accredited college or university in a discipline in which instruction is offered at the college

AND

• Two years of formal training or leadership experience reasonably related to the administrator’s assignment

DESIRABLE QUALIFICATIONS:

• Earned Doctorate from an accredited institution
• Community college teaching experience

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. Additionally, this position requires occasional independent travel by car to visit various District and meeting sites. 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 up to 25 pounds when using proper techniques and devices.

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 students, faculty, staff and/or public and private representatives when interpreting and enforcing departmental policies and procedures.

SALARY AND BENEFITS:

This position is an M-1 on the District Management Association Salary Schedule which is available online at http://www.pasadena.edu/hr/compensation.cfm. Salary and other terms of employment are competitive.

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:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Talent Applicant System (ATS) at www.pasadena.edu/hr. Applications completed and received by 4:00 p.m. on March 2, 2016 will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant 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.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.
• The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

1. A list of at least five references (name, address, phone number, email address and position), including your last supervisor, and at least one of each of the following: peer, direct report, and faculty.
2. A letter of interest addressing the selection criteria and extent of experience listed under “The Representative Duties,” “Knowledge of,” “Ability to,” “Education and Experience,” and “Desirable Qualifications” headings.
3. Professional resume.
4. Transcripts (unofficial copies are acceptable). Official transcripts are required upon offer of employment. 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 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 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. 80% of our students receive the Board of Governor’s Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior 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 Human Resources.

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