

POSITION PROFILE

School Name: Peninsula College

Position: Vice President for Finance and Administration



PENINSULA
COLLEGE

1502 E. Lauridsen Blvd.
Port Angeles, WA 98362
<http://pencol.edu/>

COLLEGE OVERVIEW:

Located in the northwest corner of the United States, Peninsula College is nestled in the foothills of the Olympic Mountains. The main campus in Port Angeles, Washington, overlooks the Strait of Juan de Fuca and the nearby city of Victoria, British Columbia, and has easy access to the Pacific Ocean, Olympic National Park, and Seattle. It is arguably the most beautiful community college setting in the United States. The region is also home to six Native American tribal communities, which are dispersed across the North Olympic Peninsula.

As a public comprehensive community college with baccalaureate-granting authority, Peninsula College is highly regarded by businesses, schools, and community partners for its culture of innovation, high academic standards, and strategic vision. The College is part of the 34-college Washington State Community and Technical College System and is accredited by the Northwest Commission on Colleges and Universities.

The College serves more than 4670 students (1400 FTE) through its main campus and Port Townsend and Forks campuses, its correctional facilities, community education, and its online course offerings. In the last decade, the College undertook an ambitious construction campaign to provide a welcoming environment centered on teaching and learning. The College community is vibrant, engaged, and known for its commitment to serving the diverse needs of the local communities across its 3,600 square mile service district.

The College culture is defined by its Guiding Principles and its shared governance model, which value respect, open and honest communication, integrity and collaboration. The College is a leader in the Guided Pathways work in Washington State, and is deeply engaged in creating institutional change to support this vision. The College is highly regarded as a warm and welcoming place. Click here for a [video about Peninsula College](#).

[Facts and Figures](#)

CAMPUS PROFILE:

Peninsula College is a public, comprehensive community college. It was founded in 1961 and is one of 34 community and technical colleges in the state of Washington. The College service district encompasses both Clallam and Jefferson Counties on the Olympic Peninsula.

The area's topography is notable for its forests, mountains, rivers, lakes, and numerous watersheds, which have been central to its history and culture. The region is home to six Native American tribal reservations, which are dispersed across the North Olympic Peninsula.

The main campus is located in Port Angeles and occupies 75 acres in the foothills of the Olympic Mountains. Extension sites are located in Forks, 57 miles west of Port Angeles, and in Port Townsend, 46 miles to the east. Peninsula College is the only resident institution of higher education on the North Olympic Peninsula.

MISSION, VISION AND GUIDING PRINCIPLES:

Mission

Peninsula College provides educational opportunities in the areas of academic transfer, professional and technical, basic skills, and continuing education. The College also contributes to the cultural and economic enrichment of Clallam and Jefferson Counties.

Core Themes:

EDUCATION - OPPORTUNITY - ENRICHMENT

Vision:

- Provide excellent instruction and services in support of its mission;
- Embrace a set of shared principles;
- Practice shared governance;
- Pursue a "planful" approach to decision making; and
- Support the professional development of faculty and staff.

Guiding Principles

The college community is guided by the following principles:

- The teaching/learning process is at the center of the mission of Peninsula College.
- Members of the campus community will treat each other with mutual respect and dignity.
- Members of the campus community will be open and honest in their communications.
- Members of the campus community shall promote a positive work environment and avoid adversarial relationships.
- Each member of the campus community shall act ethically and with integrity.
- The campus will engage in collaborative decision-making processes.

OPPORTUNITY OVERVIEW:

The Vice President for Finance and Administration (VPFA), reporting directly to the President, is a key member of the College leadership team and is responsible for implementing the shared College vision with the Vice Presidents for Instruction, Student Services, and the President, in long-range planning, daily administration of the College, and principle-centered leadership. The VPFA serves as the Chief Financial Officer and has administrative responsibility for six departments; provides leadership that demonstrates an appreciation of all College constituencies; contributes to the positive working environment of the College; and serves as a representative of the College in the community, region, and beyond.

Strategic Planning

The College is working from an out-of-date strategic plan and needs strong leadership in the next VPFA to guide this process. An action-oriented leader with previous success in facilitating a successful strategic process, as well as a facilities master plan and a long-term IT plan, will be invaluable to the College.

Collaborative Team-Player

Collaborative, team-based decision making is a college-wide practice at Peninsula College. The President's Cabinet engage in robust discussions and consistently support one another. The College is heavily invested in working within a Guided Pathways structure and college-wide communication is critical to their processes.

Collective Bargaining

The Vice President for Finance and Administration serves as the chief negotiator for College administration with the College's unions. Experience with interest-based bargaining and maintaining positive relationships with union leaders is desirable in the VPFA.

Creative Budgeting

Peninsula College is a small college located in a rural area of the Pacific Coast. Funding comes from State allocations and tuition. A Vice President who understands the balance of financial restraints and innovation is critical to this institution. The College is facing a shortfall in the near future, and a VPFA with experience in creatively and collaboratively developing balanced budgets is important.

Communication and Emotional Intelligence

A leader who empowers direct reports and provides transparency across the campus are highly sought-after characteristics. In addition, it is expected that the VPFA will be pragmatic, approachable, an excellent listener, accessible, and visible. As the service area is small, commitment to the community is an important trait.

Required Qualifications

- A baccalaureate from an accredited institution of higher education is required with a master's degree from an accredited institution of higher education preferred.
- Significant experience of progressively responsible, successful, relevant experience that includes considerable knowledge of accounting/finance/budgetary processes and procedures in higher education or in the public/private sector.
- Supervisory experience with demonstrated management abilities including supervision of staff, contracts, budgets and project management.
- Evidence of successful administrative leadership that demonstrates exceptional organizational, communication, interpersonal, budget management, negotiation and personnel management skills.
- Considerable knowledge of accounting/finance/budgetary processes and procedures applicable to the community college system.

APPLICATION PROCESS:

Please direct inquiries and nominations to the College's search consultant:

Angela Provar, President Pauly Group, Inc.
3901 Wood Duck Drive, Suite E Springfield, IL 62711
Phone: 217-241-5400
Fax: 217-241-5401
E-mail: aprovar@paulygroup.com

Please submit electronically to aprovar@paulygroup.com the following documents as Adobe Acrobat or MS Word attachments: (1) a cover letter that addresses the Opportunity Overview; (2) a current résumé; (3) unofficial transcripts; and (4) names and contact information of **five** professional references.

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Monday, February 11, 2019** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

An interim is in place until the successful candidate can begin the post. The interim is an internal placement and is not applying for the permanent position.

The successful applicant must be able to document United States employment eligibility. Peninsula College is an equal opportunity employer. Peninsula College does not discriminate on the basis of race, creed, color, religion, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, genetic information, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities.



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