

Director, Technical Services
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=123630>

Downloaded On: Jul. 18, 2019 1:52pm

Posted May 21, 2019, set to expire Jul. 19, 2019

Job Title	Director, Technical Services
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	May 21, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Arts/Museum/Theater Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/1464221
Apply By Email	
Job Description	

Director, Technical Services

Position Number: 201314991

Department: Technical Services

Job Category: Management

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):



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Salary Range: M-21

Salary: Steps 1-6: \$159,564 - \$173,556 annually

Shift Differential:

Open Date: 05/15/2019

Initial Screening Date: 06/12/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on June 12, 2019 (Initial Screening Date) are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes \$7,930 toward annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

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Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Technical Services Department, including the operations of the Performing Arts Center, Event Services, and Broadcast and Production Services; coordinates and directs the installation, operation, maintenance, and repair of audio-visual, video, and communications equipment used for instructional and operational support by the College; coordinates assigned activities with other College divisions and departments, officials, and outside agencies; provides highly responsible and complex professional assistance to the Vice President, Administrative Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Administrative Services. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Technical Services Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions and departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines.

Essential Duties/Major Responsibilities:

1. Assumes full management responsibility for all Technical Services Department programs, services, and activities, including operations and activities of the Performing Arts Center, Event Services, and

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Broadcast and Production Services.

2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
3. Manages and participates in the development and administration of the departments annual budgets and related grants; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
4. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
5. Contributes to the overall quality of the departments service by developing, reviewing, and implementing technical support services, systems, standards, programs, policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
6. Directs the services and activities of the Performing Arts Center, including production operations, box office and ticketing activities, budgeting, and facilities management; coordinates, develops, and maintains the Performing Arts Center calendar; assists with marketing, public relations, audience development, funding, and grant development for the Center.
7. Coordinates and directs the installation, operation, set-up, maintenance, and repair of audio-visual, video, and communications equipment used for instructional and operational support by the College; designs, develops, and implements related projects; estimates time, materials, and staff requirements; ensures proper troubleshooting, diagnosis and resolution of equipment and system malfunctions.
8. Coordinates and conducts equipment inventories; coordinates the purchase of audio-visual equipment as needed.
9. Reviews, evaluates, and approves requests for events on campus; coordinates the use of campus facilities for non-instructional events; oversees the operation of the Events Services division; develops and maintains the campus master calendar; schedules and arranges for equipment and personnel used in support of campus events; coordinates the scheduling, operation, and use of shared facilities such as lecture halls, auditoriums, and athletic facilities.
10. Plans, organizes, controls, and directs the installation, operation, maintenance, and repair of campus broadcast facilities and related systems and equipment; provides operational support for broadcast production activities; supervises the Broadcast Master Control facility; provides technical support for satellite uplink and downlink operations.
11. Coordinates technical services and related communications and information between College

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personnel, administrators, students, departments, vendors, and others; calendars and maintains event timelines and priorities; ensures event activities comply with established standards, requirements, laws, codes, regulations, policies and procedures; ensures proper and timely resolution of technical services issues and conflicts.

12. Confers with College departments, administration, and elected officials in the planning and implementation of efficient and effective technical and event services designed to meet community expectations and needs.

13. Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to technical services, projects, programs, personnel, financial activities, and assigned duties; maintains and directs the maintenance of working and official departmental files; ensures reports are submitted to appropriate parties according to established timelines.

14. Attends and participates in professional group meetings and various College committees and advisory groups; stays abreast of new trends and innovations in the fields of technical services, performing arts, event services, and other programs and services as they relate to the area of assignment.

15. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.

16. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.

17. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

19. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.

Other Duties:

Performs related duties as assigned.

Knowledge Of:

1. Administrative principles and practices, including goal setting, program development,

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implementation, and evaluation.

2. Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Principles, practices, theories, and methods of planning, organizing, and directing college technical services, operations, and activities, including performing arts, broadcast services, event services, and audio/visual services.
5. Current event management and performing arts productions theories, principles, and methods, issues and trends.
6. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to events, broadcasting, and performing arts programs, services, and operations.
7. General practices, procedures, and techniques involved in box office, customer relations, facilities management, and marketing functions.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
10. Modern office practices, methods, and computer equipment and applications.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the College in contacts with external agencies, community groups, and various business, professional, educational, and regulatory organizations.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
2. Provide administrative and professional leadership and direction for the department and the College.
3. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
4. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
5. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.

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6. Select, motivate, and evaluate the work of staff and train staff in work procedures.
7. Oversee and assist in the diagnosis and resolution of equipment and system malfunctions.
8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
9. Effectively administer a variety of technical services programs, services, and activities.
10. Effectively represent the College and the department in meetings with various business, and professional organizations.
11. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
12. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
13. Establish and maintain a variety of filing, record keeping, and tracking systems.
14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
15. Operate modern office equipment including computer equipment and specialized software applications programs.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Understand scope of authority in making independent decisions.
18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to Bachelors degree from a regionally accredited college or university with major coursework in performing arts, drama, English, writing, education, business or public administration, or related field, and five (5) years of management and/or administrative experience working with theater, broadcast, facilities management, communication systems or related functions in a college or similar environment.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:



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Working Environment:

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.).

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than

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30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or his designee for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees approval. The start date will follow Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To



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obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

NOTICE: In order for your reference to receive an email with a link to attach a confidential reference letter, you must complete your application and reach the status of Under Review by HR. It is recommended that you complete your application and reach this status well in advance of the deadline to provide your reference ample time to attach the letter.

It is the sole responsibility of the applicant to assure that all required and any optional documents are attached by no later than 11:59 PM PST of the initial screening date shown on the job posting.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [url=<https://apptrkr.com/1464221>] <https://hrjobs.mtsac.edu/postings/7143>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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N/A

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