QUALIFIED District employees are encouraged to apply.

 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  g  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  g  Website: www.nocccd.edu

IT SERVICES COORDINATOR I
JOB #CCC748
$4,093 – $4,978 per Month
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED:  April 30, 2007
100% Position, 12 MONTHS PER YEAR

CLOSING DATE:  June 1, 2007

POSITION LOCATION:  Cypress College – Academic Computing

SCHEDULED SHIFT:  11:30 a.m. to 8:30 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE:  As soon as possible.

TYPICAL DUTIES:

This position is responsible for planning and coordinating hardware and software installations, upgrades, maintenance and repairs for students, faculty and staff. Responsibilities include providing work direction and training to lower level technical staff, recommending technology solutions to end users, and providing recommendations to purchasing on computer-related equipment, bid specifications, and technology vendors; and troubleshooting complex technical problems related to the installation and maintenance of computer hardware, software and related peripherals. Oversee and coordinate hardware and software installations, upgrade maintenance and repairs. Train and provide work direction to assigned technical personnel; set and monitor daily work activity; oversee quality control check, configuration, installation, repair and inventory of computer hardware and related equipment. Communicate with various departments and users to define end user needs and provide technical solutions and support. Consult with vendors regarding computer equipment and related peripherals; determine appropriate needs for systems and services. Research and evaluate information on hardware, software and peripherals; remain current on latest advances in the industry; attend a variety of committee meetings and conferences as required. Prepare purchase requisition specifications on computer hardware and software; order special supplies, parts and equipment as necessary; screen computer-related purchase requisitions for equipment compatibility and servicing and assist purchasing with bid preparation and vendor selection. Prepare and maintain a variety of records, including records of requests for service and services provided, and records related to personnel activities, stock, inventory and statistics. Establish and maintain fixed asset and physical inventory of all equipment and replacement parts. Coordinate and supervise work performed by outside contractors and vendors. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of: District organization, operations, policies and objectives; practices and procedures in the installation, maintenance and repair of computer hardware; principles and techniques of system set up, configuring, networking and computer programming; theory of electronic principles in communication technology; methods and practices of inventory control; principles and practices of supervision and training; basic research methods.

Ability to: Assign work and provide technical work directions to others; maintain accurate records and prepare reports; analyze situations accurately and adopt an effective course of action; read and interpret technical manuals and schematics; plan, organize and prioritize work; meet schedules and time lines; train and provide work direction to others; understand and follow oral and written directions; establish and maintain effective working relationships with others.

OVER
Education and Experience: Associate Degree in Computer Electronics, Computer Science or a related field or the equivalent in college course work in a related field. Minimum five (5) years experience in hardware and software installation, maintenance and repair including extensive lead experience.

DESIERABLE QUALIFICATIONS:
Knowledge and experience with integration of Multimedia, network, and hybrid systems.

WORKING RELATIONSHIPS:
The IT Services Coordinator I maintains frequent contact with various District departments and personnel, and outside contractors and vendors.

WORKING CONDITIONS:
College or District Information systems office environment; subject to lifting (up to 50 lbs. unassisted); subject to exposure to electrical hazards; subject to repetitive bending, stooping and use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE:
DISTRICT CLASSIFIED APPLICATION REQUIRED (All sections must be completed)
Applicants for this position must submit: 1) District Application; 2) List of completed college course work in Computer Electronics, Computer Science or a related field. Unofficial transcripts verifying completion of college courses must be provided at the time of hire. Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC748, IT Services Coordinator I, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE:
Completed applications must be received in the Human Resources office on or before June 1, 2007, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving either their own, leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.