Application package must be received by 5:00 pm, February 19, 2013. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a written exercise and/or an oral presentation related to the assignment will 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.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

For further information about the position contact: Deborah Ludford
District Director, Information Services
dludford@nocccd.edu

NOCCCD – “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2011-12 was $201 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

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 online at www.nocccd.edu.
THE POSITION

DISTRICT MANAGER,
IT APPLICATIONS SUPPORT
JOB #ISM998

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the District Director, Information Services, this position is responsible for a variety of administrative and supervisory duties related to the planning, implementation, management of District IT applications, the quality of services of the District IT applications support team, and related support activities.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Plan, organize and manage the day-to-day operations of District IT applications and related support activities, including scheduling, programming and documentation; assure efficient and effective operations; provide technical assistance and guidance concerning existing and proposed applications.

Plan, schedule and direct the study and analysis of systems and procedures to determine the feasibility of utilization or revision of information systems; compile, review and analyze information related to programming studies; prepare reports as required.

Provide recommendations concerning the efficient and economical use of information systems for individual departments; recommends personnel and equipment required for implementation of proposed systems.

Assure the development of appropriate programs in accordance with user requirements; assure that documentation provides adequate basis for maintenance and operation of systems and programs; coordinate and plan the installation of new products, software upgrades and patches.

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Evaluate training and technological development needs for staff; provide staff development training and educational opportunities for personnel to maintain and upgrade technology skills.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel; communicate with campus and District personnel as needed to exchange information, provide technical expertise and resolve issues.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Perform related duties as assigned.

REQUIRED QUALIFICATIONS
Bachelor’s degree, preferably in information/computer systems or related field with three years of increasingly responsible experience in applications support, including one year in a supervisory capacity.

The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Advanced degree in information/computer systems, business, management or related field.

Experience with Enterprise Resources Planning Systems.

Familiarity with federal, state and local reporting requirements.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $101,344 - $128,232 annually, plus a 2-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #ISM998 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management Application.
2. Letter of interest which provides examples from your background and experience that address the qualifications, duties and responsibilities listed in this brochure and demonstrate how your knowledge and experience apply to this position.
3. Current resume describing educational background, professional experience, and other information pertinent to the position.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section on the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801