OVER

EMPLOYMENT OPPORTUNITY

North Orange County Community College District
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 PROJECT LEADER
JOB # ISC975
$5,562 - $6,754 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: August 16, 2010
100% Position, 12 MONTHS PER YEAR
CLOSING DATE: September 9, 2010
POSITION LOCATION: Anaheim Campus - Information Services
SCHEDULED SHIFT: 8:00 a.m. to 4:30 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 performing highly technical and complex programming and systems analysis work including that which fulfills current and future end user needs. Responsibilities include overseeing the work of technical staff involved in systems application design and modification and/or network administration, providing subject-matter expertise in design methodologies and/or specific complex applications; and providing training and assistance to end users as appropriate. Perform all aspects of planning, design, development, coding, testing, debugging and implementation for complex systems applications in a variety of programming languages. This includes mainframe, PC-based, and/or internet based program applications, enterprise software, and database applications. Provide leadership and work direction to technical staff performing systems applications work and/or network administration including giving necessary training, reviewing work, and providing advice on complex technical problems. Work with end users to clearly define technical needs and/or identify problems and recommend and implement viable systems applications options and solutions. Install, configure and develop integrated technical solutions to approved specifications using standard methodologies and develop logical sequences of steps to be used to produce intended results. Ensure that all systems are appropriately configured to work with the current infrastructure. Provide subject-matter expertise to higher level technical personnel in recommending new technology and systems analysis, design and development; oversee the creation, testing and maintenance of approved system solutions. Develop and conduct systems applications training for end users and write and update technical program and user documentation. Determine what changes need to be made in current programs, databases, interfaces and systems in order to accommodate evolving technology requirements. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned. May provide technical management and oversight on web-related projects.

QUALIFICATIONS

Education and Experience: Two (2) years college course work in Computer Science, Information Systems, or related field*
AND Minimum five (5) years of programming experience, maintaining network operating systems and related activities including project management and extensive lead experience.

* A list of completed college courses must be provided with the application – See section “Application Procedure”.

Ability to: Analyze, specify, design, develop and maintain complex technical environments; install, test and maintain vendor and in-house developed tools and systems; develop complex control and programming codes; perform performance test, configuration manage and quality assure supported environments; analyze customer requirements and propose effective and efficient technical solutions; plan, organize and prioritize work; meet schedules and time lines; communicate effectively, both orally and in writing; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: Current computer hardware, software and applications; various programming languages; applicable technical environments; analysis and design methodologies; system and environmental integration techniques; correct English usage,
grammatical, spelling, punctuation and vocabulary.

**DESI RABLE QUALIFICATIONS**

Expertise in web application development using Java, Javascript, Oracle Application Express and/or PL/SQL Programming. Experience with portal technologies such as uPortal, Luminis and/or Liferay. Expertise in developing internet applications for mobile devices, such as iPhone and Android. Lead developer experience in a College or University environment.

**WO RKING RELATIONSHIPS**

The IT Project Leader maintains frequent contact with various District departments and personnel, IT management and staff, outside contractors and information systems vendors.

**WORKING CONDITIONS**

College or District information systems office environment; subject to lifting (up to 50 pounds unassisted); subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities, bending and stooping.

**APPLICATION PROCEDURE**

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   - Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) List of completed college course work in Computer Science, Information Systems, or related field.
   - May be a list compiled by applicant or unofficial transcripts; must be submitted with application. Applications submitted without a list of college course work or transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts 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 #ISC975, IT Project Leader, in all correspondence. You may include cover letters, resumes, 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 September 9, 2010, 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 personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are 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, 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.
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.