IT SPECIALIST, SYSTEMS APPLICATIONS

JOB #CCC768

$4,063 - $4,927 per Month

This is a classified position subject to a one-year probationary period.

DATE POSTED: November 18, 2014
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: December 9, 2014

POSITION LOCATION: Cypress College – Academic Computing

SCHEDULED SHIFT: 7:30 a.m., to 4:00 p.m., Monday through Friday
(Schedule and shift are subject to change accordance with department needs.)

STARTING DATE: As soon as possible.

TYPICAL DUTIES

This position is responsible for analyzing and evaluating existing applications and designing and developing new or enhanced applications to support end user needs. Responsibilities include defining technical requirements with end users; writing, modifying, editing and updating complex programs in a variety of programming languages; and providing training and assistance to end users as appropriate. Perform all aspects of design, development, coding, testing, debugging and implementation for new and modified systems applications that meet predetermined specifications and satisfy end user needs. This includes mainframe, PC-based, and/or internet based program applications. 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 or follow logical sequences of steps to be used to produce intended results. Configure systems as needed for assigned environments and communicate changes to end users. Support and assist higher level technical personnel in systems analysis, design and development work; participate in the creation, testing and maintenance of approved system solutions; perform assigned tasks independently and as part of a team. Develop and conduct systems applications training for end users and write and update technical program and user documentation. Maintain necessary logs and files, and reference library. 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

Education and Experience: Two (2) years of college coursework in Computer Science, Information Systems, or a related field AND minimum of two (2) years programming experience, maintaining network operating systems and related activities.

Ability to: Analyze, specify, design, develop and maintain complex technical environments; install, test and maintain vendor and in-house developed tools and systems; develop control and programming codes; perform performance tests, configuration management and quality assurance 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: Computer hardware, software, networks, and applications; more than one programming language; applicable technical environments; analysis and design methodologies; system and environmental integration techniques; correct English usage, grammar, spelling.
WORKING RELATIONSHIPS
The IT Specialist, Systems Applications maintains frequent contact with various District departments and personnel, IT management and staff, contract programmers and outside information systems vendors.

DESIERABLE QUALIFICATIONS
Current experience with; Adobe Creative Suite; Microsoft ASP.NET; PHP; HTML; SQL; Microsoft Active Directory.

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

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 forms will result in exclusion from the applicant pool.

2) Official/unofficial transcripts.
   → Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

3) Cover letter and resume addressing job qualifications and responsibilities:
   → Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume 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 # CCC768, IT Specialist, Systems Applications, 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 December 9, 2014, 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. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

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 online at www.nocccd.edu