SCE – “Change. Cultivated.”

Established in 1930, the North Orange County Community College District’s School of Continuing Education (SCE) is the fourth largest community college-based continuing education community education program in California. Students enroll in SCE’s noncredit programs to enhance basic skills, gain employable skills, and prepare for credit courses, for self-sufficiency or to enhance civic participation. Noncredit programs offered at SCE include adult basic skills (High School Diploma and literacy programs), English as a second language (ESL), U.S. citizenship, parenting, older adults, short-term vocation, and programs for adults with disabilities. In addition, SCE offers a wide selection of community services courses such as Kids’ College and Teen Program, fitness, home decorative arts, business skills and financial planning. SCE serves 40,000 students annually, ranging from preschoolers to seniors, at three center locations in Anaheim, Cypress, and Whishire (Fullerton) as well as 100 off-site locations. Accredited by the Accrediting Commission on Schools division of the Western Association of Schools and Colleges and part of the California Community College System, all SCE courses are approved by the State of California. More information on SCE programs can be found at www.sce.edu. NOCCCD’s School of Continuing Education – Change. Cultivated.

For further information about the position contact:
Valentina Purtell
Dean, SCE Instruction/Student Services
gschulz@sce.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 one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our 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 our 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 by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doftoney. The total District budget for 2013-14 was $190 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
MANAGER – INSTRUCTIONAL TECHNOLOGY SERVICES
JOB# SCM977

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

BASIC FUNCTION
This position is responsible for the development and implementation of technical PC/Media support, repair and inventory, and service improvement solutions for complex staff/classroom/lab networked systems.

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 the desktop/classroom computing/media environment including ordering, inventorying, setup, wiring, testing and related configuration and security considerations.

Plan, organize and manage the day-to-day operation of the campus network environment, including switches, routers, firewalls, fiber and copper cabling, and related configuration and security considerations.

Plan, organize and manage the day-to-day operations of the instructional computing environment, including prioritizing service requests, desktop implementations, classroom demo station support, media repair and delivery, projector/sound installation and support, servers, databases, storage and related software systems.

Manage the instructional and network service equipment and software to production quality standards to include data/video hardware and software, reliability and performance.

Manage the coordination, installation, configuration, or development of integrated technical solutions for approved projects using approved standard methodologies, and provide the results for acceptance testing.

Coordinate problem determination and problem resolution for complex systems or environments and support fixes, changes, upgrades and related functions as needed.

Compile, review and analyze information relating to technical resource operations and prepare reports, summaries and recommendations as required by organization activities.

Coordinate communication with other organizational entities as well as with District organizations and campuses. Provide technical assistance and guidance; conduct staff meetings, design reviews and project meetings as required.

Maintain current knowledge of technical advances in hardware, media, software, procedures, and methodologies, and exchange knowledge with vendors, campus and District personnel, and users to ensure efficient functioning and resolve issues.

Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned.

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.

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

Performs related duties as assigned.

MINIMUM QUALIFICATIONS
Bachelor's degree in business/information/media/computer systems and a minimum of three years of supervisory experience in a complex technical environment, including Enterprise Network experience.

DESIRABLE QUALIFICATIONS
Advanced degree in business/information/media/computer systems. Graduate courses or advanced training desired.

Experience in Internet/intranet systems planning, design, and maintenance.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $85,812 - $108,577 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the District 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 #SCM977 in all correspondence. Download the District Classified Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 558-4810. All application materials must be submitted with the District Classified Application as a complete package.