DEADLINE FOR APPLICATIONS

Application package must be received by 5:00 pm, July 10, 2014. 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 presentation and/or a written exercise related to the assignment 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.

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.

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 education, 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 Wilshire (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.

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.

For further information about the position contact:
Valentina Purtell
Dean, SCE Instruction/Student Services
vpurtell@sce.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.

Perform 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) 508-4810. All application materials must be submitted with the District Classified Application as a complete package.

A complete application package MUST include the following:
1. Completed District Classified Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be printed 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 of 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

Applications will be considered only after all required materials have been submitted. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs. A one-year probationary period will be required of all candidates. Promotion, transfer or recall may be made in the District's sole discretion, at any time, for any reason, without incurring any obligation to a former employee.

The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs. This position is job classification 0977 classified. 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.

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