DEADLINE FOR APPLICATIONS

Application package must be received by 5:00 pm, February 22, 2008. 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 eligiblility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.

FULLERTON COLLEGE

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system. Fullerton College offers a comprehensive academic program of lower division transfer courses and vocational training to prepare students for transfer as well as for the technology-driven workplace.

The 83-acre campus features 10 major instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus.

The college enrolls in excess of 19,000 students. There are 315 full-time faculty and approximately 480 adjunct faculty, who are supported by 285 classified employees and 43 managers. Dr. Kathleen Hodge is the President.

Fullerton College can be found on the web at www.fullcoll.edu.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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.

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District is the 12th largest in the nation, serving approximately 70,000 students each semester. The geographic boundaries of the District encompass 155 square miles.

The District includes the following cities: Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Yorba Linda, and portions of the following cities: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties. There are more than one million people living within its boundaries. The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellors is Dr. Jerome Hunter. The total District budget for 2006-07 was $191 million.

The District includes Cypress College, Fullerton College, and the School of Continuing Education.

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 non-college credit programs including: high school completion, basic skills, vocational certificates, and self-development courses.

For further information about the position contact:

Chris Fighera
Director, Physical Plant/Facilities Planning
(714) 992-7335

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.

www.fullcoll.edu
www.nocccd.edu
www.cypresscollege.edu
www.fullcoll.edu
DUTIES AND RESPONSIBILITIES

Manage the overall campus maintenance and operations program including custodial, grounds and maintenance functions; consult with campus management and coordinate activities in matters pertaining to assigned functions; evaluate the effectiveness of the maintenance and operations program.

Plan and organize maintenance and operations functions; develop and implement schedules for assigned activities; establish work standards and procedures for maintenance, grounds, HVAC and custodial activities; evaluate and recommend appropriate equipment and supplies for maintenance and operations functions in accordance with established policies.

Initiate, review and approve work orders, service requests, time sheets, requisitions and related documents; maintain various records regarding work orders, labor and materials utilized, personnel assigned, budgets and special programs.

Establish and implement a preventative maintenance program for the campus; assure schedules and activities are communicated; monitor results.

Evaluate and recommend conservative measures relating to use of campus utilities.

Coordinate campus maintenance and operations safety practices, identify and provide for elimination of hazards; maintain record of inspections of fire alarm, fire extinguisher, fire sprinkler, emergency generators and emergency lighting.

Assist in the preparation of maintenance and operations budget activities; estimate expenditures for operations of activities on assigned campus; monitor expenditures during the year to assure operation within budgeted levels.

Inspect campus for maintenance and safety hazards; prepare work orders as necessary; provide feedback to maintenance and operations staff regarding the general appearance and operations of the campus; establish priorities of maintenance and designate maintenance in terms of repair, alteration, planned or emergency maintenance protocol.

Attend a variety of administrative and staff meetings as required; serve on committee and special projects as assigned.

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

Plan, organize and arrange appropriate staff, development programs and activities for assigned staff; 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.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination equivalent to an Associate degree and six years of general experience working in operations, maintenance or facilities functions, preferably with at least two years as a supervisor in one of the functions supervised.

DESERABLE QUALIFICATIONS

Experience working with students, staff and faculty from diverse academic, socioeconomic, cultural and ethnic backgrounds.

Experience working with computer software, databases and other technologies which are utilized in accessing and disseminating transfer-related data.

SALARY

The initial salary placement range is $69,820 - $88,343 annually, 12-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 #FCM974 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 Academic Application as a complete package.

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 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

A complete application package MUST include the following:

1. Completed District Classified Management 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). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.