DEADLINE FOR APPLICATIONS

Application must be received by 5:00 pm, January 13, 2011. 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.

Cypress College: “Minds. Motivated.”

Cypress College has motivated the minds of students since 1966. For nearly a half-million people including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 58 university-transfer majors, 141 career-certificate programs, and degrees in 51 areas of study. Dr. Michael J. Kasler is the president.

Cypress College can be found on the web at [www.cypresscollege.edu](http://www.cypresscollege.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 most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. 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 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 at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2009-10 was $200 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: Rick Rams – Dean, Student Support Services (714) 494-7374
THE POSITION

MANAGER, SYSTEMS TECHNOLOGY SERVICES
Job #CCM960

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 and automation solutions for complex network and software systems.

DUTIES AND RESPONSIBILITIES
- Plan, organize and manage the day-to-day operations 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 servers, databases, storage arrays, and related software applications.
- Plan, organize, and manage the design, development, implementation, and support of integrated technical software solutions for approved designs using standard methodologies, and provide the results for acceptance testing.
- Manage the technical equipment and software to production quality (high reliability and availability) standards to include hardware, software and campus networks.
- 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 campus 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/software procedures and methodologies, and exchange knowledge with vendors, campus and District personnel, and users to ensure efficient functions and to resolve issues.
- Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
- 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
Any combination equivalent to a bachelor’s degree in information/computer systems and three years supervisory experience in a complex technical environment.

DESIRABLE QUALIFICATIONS
- Graduate courses, advanced training, or experiences that complement and strengthen required duties and responsibilities.
- Experience working with individuals from diverse academic, socioeconomic, cultural and ethnic backgrounds.

- Demonstrated commitment to the principles of shared governance.
- Evidence working collaboratively with Distance Education to actively pursue emerging technologies, services, and procedures relevant to distributed learning.
- Strong fiscal oversight experience with skills to develop, monitor, analyze, and report budgets.

SALARY
The initial salary placement range is $84,129 - $106,448 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 needs.
- 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 #CCM960 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 Classified Management Application as a complete package.

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). The award of all degrees must be verifiable 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

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