North Orange County Community College District

EMPLOYMENT OPPORTUNITY

1830 W. Romneyna Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  g  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  g  Website: www.nocccd.edu

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IT SPECIALIST, SYSTEMS APPLICATIONS
JOB #SCC907
$3,983 - $4,830 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: February 8, 2008 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: March 5, 2008
POSITION LOCATION: Anaheim Campus - School of Continuing Education/Academic Computing
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday through Friday
Schedule and shift are subject to change in 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, 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. Minimum of two (2) years programming experience, maintaining network operating systems and related activities.

Knowledge of: Current 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, punctuation and vocabulary.

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 test, configuration manage and quality assure supported environments; analyze customer requirements and propose effective and efficient technical solutions; plan organize and prioritize work; meet

Over
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.

**DESIRABLES:**
Experience with Sungard Banner; proficiency in SQL and Oracle database structures.

**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.

**WORKING CONDITIONS:** College or District information systems office environment; subject to lifting heavy boxes and equipment (up to 80 lbs. unassisted); subject to repetitive bending, stooping and use of upper extremities; subject to exposure to electrical hazards.

**APPLICATION PROCEDURE:**

**APPLICANTS FOR THIS POSITION MUST SUBMIT:**
- District Application.
- List of completed college course work in Computer Science, Information Systems, or related field.
- Unofficial transcripts verifying completion of college courses must be provided at the time of interview.

**DISTRICT CLASSIFIED APPLICATION REQUIRED**

→ Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #SCC907, 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 [March 5, 2008, 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. All employees driving either their own leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**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 in the District’s Human Resources office.