NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title:	Systems Analyst - Technology	Range:	60
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for acting in a lead capacity and/or as an expert on the successful selection, design, installation and maintenance of automated systems including LAN/WAN data communications networks, enterprise servers, network operating systems, computer security systems, and/or database management systems. The incumbent also ensures that all network servers, enterprise servers, and databases are secure. Responsibilities include advising management on technology solutions, defining project steps and timelines, coordinating, directing, and providing work direction to lower level technical staff and setting technical standards and providing technical expertise on complex technical problems.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Acts in a lead capacity and/or as an expert on the successful selection, design, installation and maintenance of automated systems including LAN/WAN data communications networks, enterprise servers, network operating systems, and/or database management systems.
2.	Develops security standards, administers user access and monitors systems for breaches in security to ensure that all systems are secure.
3.	Remains current on developments in hardware and software systems and equipment related to District system and needs in order to advise personnel and recommend systems changes, updates, and/or new technology as appropriate.
4.	Conducts and participates in planning meetings and discussions with technical personnel, management, and end users and communicates with end users concerning their needs and requirements.
5.	Researches and tests new technologies that show a potential benefit and monitors their performance if and when they are implemented.
6.	Develops and sets overall standards for hardware, software, enterprise server platforms and networks.
7.	Acts as project manager establishing project milestones and timelines and providing work direction and assignments to lower level technical staff.
8.	Serves as District representative at user group conferences as required.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Systems Analyst -Technology maintains frequent contact with various District departments and personnel, information technology vendors, and outside contractors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Graduation from a four-year college or university with a degree in computer science or a related field
Extensive experience in programming, operating systems, and data communications networks, including leadership responsibility
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of LAN/WAN networks, operating systems, and enterprise servers
Knowledge of computer hardware and software, and related peripherals
Knowledge of applicable network standards and requirements
Ability to plan, lead, coordinate and conduct major projects or phases of projects
Knowledge of the principles and practices of providing technical work direction and guidance
Knowledge of interpersonal skills using tact, patience and courtesy
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
Ability to write and update technical documentation
Ability to provide technical advice and leadership to the District
Ability to assign work and provide technical work directions to others
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College or District IT office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.