COLLEGE of the CANYONS
SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS (MIS)

A Classified Management Position

Review Date: November 14, 2014

“BIG PICTURE” RESPONSIBILITY

Under the direction of the Associate Vice President, Information Technology Services, the Director performs a variety of responsible and complex duties related to the management, operation, and activities/services of the District’s Management Information System (MIS) department and Enterprise Resource Planning (ERP) system. The Director provides leadership in maintaining and enhancing the usability, security, performance, availability, and proper operation of the District’s ERP system. The Director also develops the department budget, manages projects and work requests, and serves as liaison between MIS other areas of the campus. Performs other related duties as assigned.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, supervises, and coordinates new ERP programming requests and software acquisitions.

2. Provides oversight and leadership on District ERP programming needs and makes recommendations for the purchase of enterprise-related equipment, software, and the procurement of new services in support of the ERP system.

3. Provides leadership in the research, identification and analysis of new and innovative projects that improve ERP performance, reliability, and ease of use to help the District operate more effectively and efficiently.

4. Maintains and/or supervises the installation, setup and maintenance of the District’s ERP and related servers including but not limited to customizations, hardware upgrades, software installation, patch management, server security, and file structure. Arranges for service of equipment as needed to ensure proper operation.

5. Participates with other management employees within Information Technology Services in the development, implementation, interpretation and application of data processing policies and objectives, and updating of departmental policies and procedures.

6. Supervises the generation of various reports and data files in coordination with Institutional Research to provide data driven information to the state Chancellor’s Office, District end users, and various external organizations.

7. Provides leadership in advancing ERP programming and system enhancement projects of reasonable scope and coordinates project schedules.

8. Develops and maintains close collaborative working relationships with departments and end-users. Serves as liaison between the ERP Programming staff and users on the development and execution of programming or ERP change projects.

9. Develops, implements, and conducts end-user training sessions on the District’s ERP system, and any supported interfaces or applications used to extract data from the system.

This position is a high priority for our district for the 2014-15 year, and is contingent upon continued available district and state funding.
10. Reviews and analyzes the testing of ERP systems and programs to ensure completeness of controls, adherence to standards, security, completeness of documentation, quality of output and efficiency of systems and programs. Engages end users in developing testing strategies and documentation that ensure maximum ERP system and related application reliability.

11. Supervises and provides leadership to the Management Information System departmental staff including hiring, evaluating, training, developing work schedules, coordinating duties and assignments, and providing direction to all assigned personnel.

12. Develops and maintains a Department Program Review that includes accomplishments and measurable goals as well as staffing and other resource requirements to improve department efficiency and overall district effectiveness.

13. Develops and monitors the budget for assigned programs. Analyzes and reviews budgetary and financial data. Controls and authorizes expenditures in accordance with established limitations.

14. Works with the Associate Vice President to produce other various department specific plans and reports including strategic goals, staffing plans, etc. Performs projections and analysis of long-range data processing service needs.

15. Prepares an annual self-evaluation that includes evaluations of each full-time staff person, the achievements and goals of the department, as well as the facility and staffing needs of the department.

16. Establishes and implements policies and procedures in conformance with Board Policy and all applicable laws, codes and regulations. Recommends revisions as necessary to ensure compliance.

17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

**Experience:** Four (4) years of full-time equivalent experience in a Management Information Systems or Information Technology department with at least two (2) years in a management, supervisory, or coordinator capacity. Extensive application of project management. Experience with server maintenance and programming is required. Experience with working in an ERP system environment is strongly preferred.

**Education:** Education equivalent to a Bachelor’s Degree (120 semester units) in management information systems (MIS), computer science and information science, or a computer related field from an accredited institution is required. An Associate’s degree in management information systems (MIS), computer science and information science, or a computer related field and Two (2) years of experience in addition to what is required above, working directly on an ERP system may be substituted for two years (60 semester units) of the education requirement.

DESIRABLE QUALIFICATIONS

- Experience working with information processing, including programming, management of multiple programming development projects, maintenance of computer systems with emphasis on data control and multi-user interface.
- Extensive experience with mini, mainframe, and virtualized ERP server environments, hardware maintenance and software, and data communications networks.
- Experience with Ellucian’s Colleague ERP System.
- Master’s Degree in Business Administration with technology as a central component highly preferred.

KNOWLEDGE OF:

- ERP programming and effective procedures for MIS development and maintenance.
- Formalized systems analysis techniques, project management, structured design techniques, and information systems implementation modeling.
- Windows Server Operating System in an enterprise environment.
- ERP hardware and software applicable to an educational environment.

ABILITY TO:

- Use leadership and management theories and practices in carrying out daily responsibilities.
- Engage in management and creative organizational leadership.
- Develop the leadership skills of others.
- Perform short-and-long-range planning to be successful in interpersonal relationships and evaluate the effectiveness of programs, personnel and relationships.
- Supervise, develop, assign, and evaluate staff for efficient operation of the department.
- Plan, develop, manage, and administer complex departmental operation budgets and demonstrate knowledge of sound fiscal management principles and practices.
- Logically and realistically evaluate systems and procedures.
- Maintain and report valid and accurate data through programming and maintenance of management information systems.
- Meet deadlines and expedite procedures within area of responsibility.
- Compile clear, timely, accurate written reports.
- Communicate effectively both orally and in writing with faculty, staff, and state agencies.
- Establish and maintain effective working relationships with college faculty, staff, and representatives of local, state, and federal agencies.
- Plan, organize, and manage complex purchase processes, including negotiations with vendors for hardware and software acquisitions that maximize the utilization of available resources and enhance organizational efficiency.
• Communicate with peers, subordinates, supervisors, and students in an open, honest manner and build trust among all constituencies in the District.
• Be an effective and motivational member of a team.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**SALARY PLACEMENT**
This Classified administrator position will be on an individual contract and exempt from overtime and compensatory time accumulation.

**PHYSICAL CHARACTERISTICS**
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; repetitive use of computer keyboard, mouse or other control devices; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; moderately lifting heavy materials weighing up to 35 pounds; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; intermittent exposure to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

**DISTRICT CLASSIFIED ADMINISTRATIVE EMPLOYEE BENEFITS**
Full-time employees are provided with a diversified employee benefits program that includes sick time, vacation time, discretionary time, medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development and educational incentive opportunities are provided to all classified administrative employees. Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California.

**CONDITIONS OF EMPLOYMENT**
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

**EQUAL EMPLOYMENT OPPORTUNITY**
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

**ABOUT THE DISTRICT**
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete:

- **District CLASSIFIED Application form.**
- **Current resume.**
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  
  a) Please describe your prior management, supervisory, or coordinator experience working in a Management Information Systems or Information Technology department. Please include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week), and your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  
  b) Describe your experience working in a Management Information Systems or Information Technology department on an ERP system. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), and your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  
  c) Do you possess education equivalent to an Associate’s degree (60 semester units) or a Bachelor’s degree (120 semester units) in management information systems (MIS), computer science and information science, or a computer related field from an accredited institution? (yes/no)
  
  If yes, please indicate which degree you possess and the subject area discipline. Please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  
  d) Describe the hardware and software (both operating system and application) environments you have worked in. Describe your experience working with mini, mainframe, and virtualized server environments, hardware and software maintenance planning, and data communication networks.
  
  e) Describe your experience managing multiple large and small scale information technology or ERP projects. What types of projects have you managed?
  
  (Continued, next column)

  f) Describe your programming experience including which programming languages you have used, the environment you have used them in, and the last time you have used your programming experience to complete a project.
  
  g) Describe your experience analyzing, designing, and implementing medium or large scale ERP of Information Technology projects.
  
  h) Describe your prior experience maintaining granular security of a distributed enterprise system environment.

- **Letters of Reference** are optional.
- **Confidential Recruitment Source Sheet** (optional).

Please note:

- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

  **Human Resources Office**
  
  (661) 362-3427
  
  TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

**The College is expecting to conduct initial interviews between the weeks of December 8, 2014 and December 15, 2014 and conduct final interviews between the weeks of December 15, 2014 and January 5, 2015. This is an estimated timeline, and is subject to change. The college will be closed during Winter Break beginning December 22, 2014 and will re-open January 2, 2014.**

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.