Position Number: CLA15-139

“BIG PICTURE” RESPONSIBILITY
Under the direction of the Vice President, Technology, 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, supervises assigned staff, and serves as the liaison between MIS and 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 programming requests and software acquisitions from development through implementation.

2. Provides oversight and leadership on District programming needs.

3. Oversees recommendations for the purchase and installation of enterprise-related equipment, software, and the procurement of new services in support of the ERP system.

4. 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.

5. 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.

6. Generates 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. Develops and maintains project plans for assigned projects including timelines and project priorities.

8. Provides leadership and assistance to ensure timely and successful completion of programming and ERP system enhancement projects.

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

10. 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.

11. Reviews and analyzes the testing of ERP systems and programs to ensure completeness of controls, adherence to standards, security, completion 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.

12. 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.
13. 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.

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

15. Works with the 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.

16. 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.

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

18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

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 below, working directly on an ERP system may be substituted for two years (60 semester units) of the education requirement.

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 working in an ERP system environment is strongly preferred.

Desirable Qualifications:
- Experience 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 physical and virtualized ERP server environments, hardware maintenance, software, and disaster recovery planning.
- Experience with Ellucian’s Colleague ERP System.

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.
- SQL Server database setup, operation and understanding of query language.
- Fundamentals of database flow, function, and process.
- ERP hardware and software applicable to an educational environment.
- Various programming languages and structured programming techniques.
- Principles of project management.

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. The salary range for this position is $110,000 - $120,000 annually. Salary placement will be commensurate with qualifications and experience.
**PHYSICAL DEMANDS**

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.

Official, sealed transcripts are required upon offer of employment.

Ability to maintain a flexible workweek with hours that may vary.

Must be willing to change hours including day, evening and some weekend assignments as needed in conjunction with department needs.

**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**

Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 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 is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
APPLICANTS 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. You can submit unofficial copies of transcripts for application purposes. 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.
  1. Please describe your experience and scope of responsibility in a Management Information Systems or Information Technology department, with at least two years in a management, supervisory, or coordinator capacity. 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.
  2. Do you possess education equivalent to a Bachelor’s degree (120 semester units) in management information systems (MIS), computer sciences and information science, or a computer related field from an accredited institution? (yes/no) 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.
  3. Please describe the hardware and software (both operating system and application) environments you have worked in. Describe your experience working with physical and virtualized server environments, hardware and software maintenance planning, and disaster recovery.
  4. Describe your experience managing multiple large and small scale information technology or ERP projects. What types of projects have you managed? Please include the scope of the project, budget, timeframe for completion, and any pre- or post-analysis performed.
  5. 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.
  6. Describe your philosophy and experience establishing and maintaining security of an enterprise system environment.
  7. Please describe your leadership style and how you would approach teambuilding in a new position with competing deadlines and priorities.
  8. Why do you want to work in this management position at College of the Canyons?

● 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 October 26, 2015 and November 2, 2015 and conduct final interviews between the weeks of November 2, 2015 and November 9, 2015. This is an estimated timeline, and is subject to change.

Position is 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.

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