

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, Systems Technology Services	Range: 19 (CL)	
Date Revised:	February 8, 2008	Date Approved:	July 23, 2002
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

This position is responsible for the development and implementation of technical and automation solutions for complex network and software systems.

ESSENTIAL FUNCTIONS

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

1.	Plans, organizes and manages the day-to-day operations of the campus network environment, including switches, routers, firewalls, fiber and copper cabling, and related configuration and security considerations.
2.	Plans, organizes and manages the day-to-day operations of the instructional computing environment, including servers, databases, storage arrays, and related software applications.
3.	Plans, organizes and manages the design, development, implementation, and support of integrated technical software solutions for approved designs using standard methodologies, and provide the results for acceptance testing.
4.	Manages the technical equipment and software to production quality (high reliability and availability) standards to include hardware, software and campus networks.
5.	Coordinates problem determination and problem resolution for complex systems or environments and support fixes, changes, upgrades and related functions as needed.
6.	Compiles, reviews and analyzes information relating to technical resource operations and prepares reports, summaries and recommendations as required by organization activities.
7.	Coordinates communication with other campus organizational entities as well as with District organizations and campuses; provides technical assistance and guidance; conducts staff meetings, design reviews and project meetings as required.
8.	Maintains current knowledge of technical advances in hardware/software procedures and methodologies, and exchanges knowledge with vendors, campus and District personnel, and users to ensure efficient functions and to resolve issues.
9.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Manager, Systems Technology Services maintains frequent contact with senior administrators and technical management, instructional services personnel, District technical personnel, vendors, consultants and contractors.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor's degree in information/computer systems and three years supervisory experience in a complex technical environment. Graduate courses or advanced training desired.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives.
Knowledge of management and personnel evaluation techniques.
Knowledge of performance measurements and process improvement methodologies.
Knowledge of modern development environments (UML, Design Patterns, SQL, Java, Cold Fusion, etc.)
Knowledge of web page design and e-commerce technologies.
Knowledge of software Lifecycle and related activities.
Knowledge of systems and software development processes.
Knowledge of server and network management technologies.
Knowledge of computer hardware, software, networks, and applications.
Knowledge of administrative and team techniques.
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to manage, coordinate, analyze, specify, design and develop complex technical solutions involving PCs, networks, servers, and related data and computing services.
Ability to lead projects to research, install, test and maintain vendor and staff developed tools/systems.
Ability to manage systems and personnel to provide production quality technical services and support.
Ability to analyze customer requirements and propose effective and efficient technical solutions.
Ability to keep abreast of technological changes associated with supported environments.
Ability to research and propose cost effective solutions to complex problems.
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 work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate effectively, both orally and in writing.
Ability to supervise, train and provide work direction to others.
Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

None

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WORKING CONDITIONS

Office environment; subject to occasional lifting; exposure to electrical hazards.
