

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Enterprise IT Applications Support and Development	Range: 31 (CL)	Management Schedule
Date Revised:		Date Approved:	January 22, 2019
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of Vice Chancellor, Educational Services and Technology, the District Director of Enterprise IT Applications and Development provides leadership, supervision, and strategic direction for District enterprise applications with regard to the planning, analysis, design, development, installation, integration, and maintenance of software applications and online systems.

ESSENTIAL FUNCTIONS

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

1.	Plan, organize, and coordinate information technology activities and operations with regard to application development and integration.
2.	Develop and execute goals, objectives, policies, and procedures in the areas of application development and integration which guide and govern practices District-wide.
3.	Consult with management and various committees to facilitate the identification and prioritization of current and future administrative application needs and solutions; analyze technology needs and provide direction for software and systems acquisitions and upgrades.
4.	Supervise, hire, train, and evaluate information services department staff engaged in designing, implementing, programming, and maintaining software applications, including in-house and third-party solutions.
5.	Ensure compliance with state and federal requirements and standards and coordinate with departments so that applicable standards are met.
6.	Direct the testing, training, and evaluation of software systems and applications.
7.	Manage large-scale application software implementation projects, including development, integration testing, troubleshooting, training, and final user acceptance.
8.	Direct and coordinate the development, implementation, and monitoring of security policies and practices for applications.
9.	Chair multiple committees and working groups that provide direction and feedback on critical systems, applications and business processes.
10.	Develop, monitor, and maintain the department budget in collaboration with the Vice Chancellor of Educational Services and Technology and prepare related reports; budget for ongoing upgrades and support necessary to sustain needs and future growth.
11.	Direct and coordinate activities with software application vendors; assist the purchasing department in the acquisition of information systems software and services.
12.	Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation.
13.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.

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14.	Understand universal design principles and guidelines, and relevant policies and laws related to accessibility standards.
15.	Prepare reports, documentation, and proposals pertaining to applications and services; recommend and implement improvements to department documentation processes and standards.
16.	Collaborate with administrators, faculty, and staff in setting priorities for the deployment of enterprise applications to carry out instructional and administrative goals that complement the District's strategic directions and educational and facilities master plan.
17.	Learn and apply emerging technologies and advances (e.g., computer software applications); participate in developing, selecting, and upgrading computer systems as necessary to perform duties in an efficient, organized, and timely manner; promote research projects and services.
18.	Train, guide, motivate, direct, supervise, and evaluate the activities/services/performance of assigned staff in providing services to faculty, staff and administrators. May recommend hire, transfer, reassignment, reprimand, disciplinary action, and termination of staff.
19.	Perform related duties and responsibilities as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The District Director of Enterprise IT Applications Support and Development maintains frequent contact with colleges and NOCE, administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's degree from a regionally accredited institution, preferably with an emphasis in information technology, computer science, or a related field.

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.

Minimum of four (4) years of in system design, programming, testing, implementation, and user training and managing related projects. Additional related experience beyond the required may substitute for the required education on a year-for-year basis.

One year of experience supervising staff.

Desirable Qualifications

Experience with Enterprise Resource Planning Systems.

Demonstrated proficiency in utilizing computer applications and a variety of specialized software, including spreadsheet, word processing, and database software.

Experience in the development and administration of computer systems or networks.

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Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education code and requirements, including Title 5
Knowledge of applicable federal and state laws, codes, and regulations
Knowledge of emerging IT technologies and the possible impact to existing information systems, instructional processes and business operations
Knowledge of principles and practices of administration, supervision, and performance evaluation
Knowledge of enterprise software applications
Knowledge of general research techniques and data driven analytics
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget development and maintenance
Knowledge of appropriate software and databases
Knowledge of a shared governance model in an educational setting
Knowledge of methods and techniques of conflict resolution and negotiation
Knowledge of principles of agile project management, planning and program review
Ability to collaborate with others in determining educational and financial effectiveness, and operational efficiency of various departments, programs and services.
Ability to manage, develop and maintain reporting systems and procedures.
Ability to coordinate, develop, implement and manage projects
Ability to direct the maintenance of a variety of reports, records and files related to assigned activities
Ability to encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services
Ability to lead, motivate, train, supervise, evaluate personnel and provide work direction
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate complex project activities
Ability to analyze situations accurately and adopt effective courses of action
Ability to clearly organize and present information
Ability to implement and facilitate organizational change
Ability to maintain current knowledge of technological trends and advances in the field to provide direction for future systems and applications
Ability to plan and organize work to meet changing priorities and deadlines
Ability to analyze fiscal information to develop and maintain budgets
Ability to understand and follow oral and written directions
Ability to collaborate with others to effectively carry out work
Ability to exercise initiative and independence of judgment and action
Ability to prepare reports by gathering and organizing data from a variety of sources
Ability to communicate efficiently orally and in writing, with internal and external diverse constituencies
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California driver's license

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WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting or standing for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
