

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



**EMPLOYMENT OPPORTUNITY FOR:
DIRECTOR OF INFORMATION TECHNOLOGY SERVICES**

**FLSA: EXEMPT
RANGE M4**

POSITION DESCRIPTION: Under the direction of the Chief Business Officer, provide leadership and direction in the planning, implementation and maintenance of the District's information technology systems including, but not limited to network programming, security, and other interface with shared information systems to include institution wide strategic planning, budgeting for information technologies, and coordination and integration of all District information technology matters. Supervise and evaluate the performance of assigned personnel. Works closely with the El Camino College Chief Technology Officer.

EXAMPLE OF DUTIES:

- Manage the Information Technology Services Division and provide leadership and direction by developing and articulating a shared vision of technology uses and benefits.
- Develop, implement, and maintain the District's Technology Plan working collaboratively with instructional technology proponents.
- Develop policy guidelines and establish priorities in conjunction with the District's comprehensive planning and budgeting processes.
- Coordinate the District's effort to assure the integrity, reliability and security of computerized information systems, standards, policies and data.
- Determine requirements of new applications and modifications to existing systems. Provide direction and manage the technology infrastructure for voice and data.
- Ensure the delivery of quality technology through effective needs assessment and system design, selection and implementation processes.
- Facilitate the integration of major management information system capabilities to satisfy end user requirements and system-wide accountability.
- Participate in the development and implementation of budget and operating policies, procedures and objectives for information technology and information systems expenditures for multi-faceted use and service. Reviews and approves the expenditure of designated funds.
- Implement and support contracted services with external agencies such as the Los Angeles County Office of Education.
- Direct, supervise and evaluate assigned personnel.
- Evaluate staff training and development needs and provides training and educational opportunities for district personnel to maintain and upgrade technical skills.
- Maintain an awareness of and in-depth knowledge of current technology and products to determine appropriate specifications for equipment which may be required.
- Prepare and monitor budgets and allocate resources within budget constraints.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Development/implementation of operating policies, procedures and objectives for information technology
- Server based, micro, and network operating systems
- Systems and Network security and interoperability standards
- Needs assessment methods and project management practices
- System design, selection and implementation for a data center deployment
- Strategies for developing, implementing and maintaining technology master plans
- Methods for gathering and presenting general, statistical and technical data
- Budget development and expenditure tracking
- Principles and practices of administration, supervision, and training
- Familiar with managing and implementing virtualization technologies
- Experience with EMC shared datastore infrastructure technology
- Experience with Cisco VOIP Solutions
- Experience managing a Microsoft centric environment

ABILITY TO:

- Manage the Information Technology Services Division.
Lead, motivate, direct, train and evaluate personnel.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan and prioritize work.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Provide effective customer service and end user satisfaction.
Manage several projects simultaneously.
- Demonstrate sensitivity to and ability to work with diverse racial, ethnic, gender, cultural and disabled populations.
- Communicate effectively orally and in writing.
- Proven track record in effective project management of large scale implementations
- Extensive experience negotiating vendor contracts
- Demonstrate a holistic understanding of Data Center Operations (i.e. Production operations, Server, Storage, Network, Data Base Mgt., Systems Mgt., Helpdesk, etc.)

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in a related field such as computer science, public administration, business information management, computer engineering or three years of management experience.

DESIRED QUALIFICATIONS

- Experience with community college Enterprise Resource Planning (ERP) and processes and related software.
- Principles and practices related to system audit and security.
- Relevant work experience in a California community college.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight timelines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.

CONDITIONS OF EMPLOYMENT

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), transcripts, fingerprint results, and tuberculosis examination as required. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, valid driver's license, or other equivalent identification, and social security card.

SALARY

The starting salary ranges from \$95,266 - \$122,020 annually, depending on education and experience. Excellent fringe benefits are included.

TO APPLY

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application **Online**
- Upload the following documents:
 - Cover Letter (Letter of introduction highlighting your education and experience.)
 - Resume.
 - Copies of pertinent transcript(s). Multiple page transcripts must be uploaded as ONE pdf document. (Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>)

*Please Note: Documents uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

**ALL APPLICATIONS MATERIALS MUST BE
SUBMITTED ONLINE AT:**

www.district.compton.edu/administration/human-resources

Applicants with disabilities who require special accommodations must advise Human Resources within 5 days of the closing date.

COMPENSATION AND BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The District provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, vision, and supplemental disability insurance is available towards which both the District and the employee contribute. Employees not requiring medical coverage may use the District's fringe benefit contribution to invest in a 403(b) program (tax sheltered annuity). Proof of medical coverage is required.

Sick Leave and Disability Insurance

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days. Long term disability income protection insurance is also available.

Retirement

Full-time employees contribute a percentage of their salary to either the State Teachers Retirement System (STRS) or the Public Employees Retirement System (PERS).

ENVIRONMENT:

- Indoor environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent

2. Often = 51-75 percent
 3. Occasional = 25-50 percent
 4. Very Frequent = 76 percent and above
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- a. Ability to work at a desk, conference table or in meetings of various configurations. 4
 - b. Ability to sit for extended periods of time. 3
 - c. Ability to see for purposes of reading printed matter and observing students. 4
 - d. Ability to hear and understand speech at normal levels. 4
 - e. Ability to communicate so others will be able to clearly understand a normal conversation. 4
 - f. Ability to lift 5 lbs. 2

ABOUT EL CAMINO COLLEGE COMPTON EDUCATIONAL CENTER

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College Compton Community Educational Center provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. The District has been a viable part of the community since 1927.

The Compton Center is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is “The Place to Be!” We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

The partnership between El Camino College and the Compton Community College District affirms their commitment to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age and Vietnam- era status.

Issue date: October 21, 2015

Closing date: December 7, 2015

IMPORTANT NOTICE

To be included in the initial screening, application materials must be received no later than 3:00 p.m. on the closing date.
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