



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CLASSIFIED POSITION**

This is a temporary position funded through the Title V Grant Fund renewed on a year-to-year basis contingent upon continued funding. Current grant funding for this position is available through 9/30/16. This position will work in support of grant activities and other related District functions.

**POSITION:** System Administrator **Full time, 12 months**  
(Title V Grant Funded)

**WORK SCHEDULE:** Monday – Friday: 8:00am – 4:30pm  
(May work some evenings and weekends as needed)

**SALARY:** Range 28, \$5,480.35/mo. + benefits  
(Excellent Benefits: medical, vision, dental, paid holidays, vacation days, sick-time, and retirement)

**DEADLINE:** February 10, 2012

**BASIC FUNCTION:**

Under the supervision of the Network Manager in Information Technology Services, provide leadership and technical development in the area of Internet based technology. Collaborate with designated District personnel and committees to develop and refine policies and procedures to ensure the quality and functionality of District Internet and intranet sites and tools. Operate and maintain District Internet and intranet systems, implementing the information architecture, maintaining security, data and link management, and implementing system upgrades; train and supervise assigned personnel. Performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Provides direction and active leadership in the development of Internet and web related policy and procedures for the District. (E)
- Represents the District and provides coordination for e-commerce and related projects associated with District web sites. (E)
- Develops, implements and administers applications that utilize existing data from District projects and programs, including the SCT Banner database, and makes such applications or data available via Internet or intranet based tools. (E)
- Develops and manages data access programs, database interfaces and utilities (such as web payment gateway software and SCT Banner Web modules) to ensure availability of live accurate data, services and processes for District Internet and intranet users. Ensures or coordinates synchronized and regular updating of data to maintain information currency. (E)
- Maintains college e-mail and calendar server systems. (E)
- Maintains college intranet. (E)
- Ensures general server software is installed and upgrades are installed and maintained. (E)
- Works with Network Manager to ensure network is secure by firewall configurations and antivirus programs. (E)
- Works with Network Manager to ensure network infrastructure installations and upgrades. (E)
- Works with District Internet content developers and cooperates with District departments or committees to enhance the functionality and maintain/improve the quality of District web sites and Internet based tools. (E)

**REPRESENTATIVE DUTIES (Continued):**

- Develops and upgrades Internet based applications in order to improve functionality and to provide higher levels of service to the District. (E)
- Provides utilities to allow updating of District data via web-based forms, ensuring secure data entry. (E)
- Works with the Network Manager to facilitate implementation, operation and management of Internet and intranet components of the District network; administers District Internet servers as required, including account management, directory structure, server applications, FTP and web server administration. (E)
- Provides reports to determine accuracy and currency of District web site links, to identify traffic patterns and to determine potential problem areas in the information architecture of District web sites.
- Provides, coordinates or facilitates training and technical support for faculty and staff in the areas of HTML, web development and web site accessibility.
- Acts as a central technical resource for Internet related issues, questions and information. (E)
- Documents technical guidelines for District Internet and intranet development. (E)
- Works with the Access Technology /Alternative Media Specialist to ensure web site compliance with ADA legislature, and to educate and advise content developers and site designers regarding web site accessibility considerations for persons with disabilities. (E)
- Monitors operation of computer equipment, software applications and Internet technologies to assure proper execution; identifies operational and equipment problems and confers with other District staff and vendors to identify and correct problems; runs standard diagnostic procedures to identify equipment and software problems; and tests the operation of new and modified hardware and software configurations. (E)
- Maintains knowledge of current trends and developments in Internet technology.
- Provides recommendations on the purchase and configuration of Internet technologies.
- Performs a wide variety of technical projects as needed and/or required by the College.
- Creates instructional documentation and materials to ensure various processes are carried out smoothly and accurately.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from college with a Bachelor's Degree in computer science or related fields and experience directly related to the duties and responsibilities of the class.

**KNOWLEDGE OF:**

- Web content development methodologies, strategies and requirements.
- Current trends and developments in Internet technology.
- Oracle applications and UNIX.
- Basic computer application documentation techniques.
- Web page development.
- Operating system and standard application programs employed on a variety of computers, including
- Windows-based systems and Macintosh systems.
- Concepts of distributed computing and telecommunication.
- Programming languages, including HTML and XML.
- System requirements analysis and documentation.
- Distance education tools, development and practices.
- Techniques and practices in utilizing standard software applications including word processing, database, telecommunications, graphics, Internet, e-mail and spreadsheet software.
- Basic record-keeping techniques.
- Provide supportive guidance and training to others.

**ABILITY TO:**

- Communicate effectively orally, in writing and via Internet based formats.
- Establish and maintain effective working relationships with faculty and staff.
- Plan and organize work to be able to effectively meet timelines.
- Work independently and confidentially.
- Analyze campus-wide Internet and intranet technology needs.
- Read and interpret computer hardware and software installation and maintenance instructions and other detailed and precise written and oral instruction.
- Configure software to appropriate hardware.
- Perform basic diagnostic checks and take appropriate corrective action.
- Design, develop and implement web pages.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** No permanent full-time staff to supervise. However, this class, by the nature of the duties and responsibilities is required to provide technical guidance and training to other employees demonstrating work methods.

**CONTACTS:** Co-workers, other departmental personnel, vendors, instructors.

**PHYSICAL EFFORT:**

- Sitting for extended periods of time
- Reaching in all directions
- Bending and twisting
- Lift and carry 25 pounds

**WORKING CONDITIONS:**

- Normal office environment.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. **Transcripts:** If college-level coursework or a degree is required in the job announcement under "Education and Experience":
  - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.
  - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE  
Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

**Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.  
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

**AVC is an equal opportunity employer.**