



Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CONFIDENTIAL/MANAGEMENT/SUPERVISORY POSTION**

**POSITION:** Manager, Enterprise Applications and Development (CMS) Full time, 12 months

**WORK SCHEDULE:** Monday – Thursday 7:30 am – 6:00 pm, Friday: 7:30 am –11:30 am  
(This is an exempt position; typical hours are 40 hrs. per week. Schedule is to be determined by the supervisor depending on department needs and college hours of operation)

**SALARY:** CMS Range 31, \$6,684.23/mo. + benefits

**DEADLINE:** March 7, 2019

**ANTICIPATED START DATE:** March/April 2019

**BASIC FUNCTION:**

Under the direction of the Executive Director of Information Technology, incumbent plans, designs and directs the implementation and operation of various District management information and database systems, ensuring system integrity and managing system security, data warehousing, client access, system maintenance and upgrades; interfaces with District personnel at all levels as required to develop services and systems to meet District and regulatory requirements; responds to and resolves queries related to District database systems; trains, supervises and evaluates assigned personnel.

**REPRESENTATIVE DUTIES:**

- Manages and directs assigned technical staff.
- Manages and supervises Oracle and Ellucian Banner systems & licensing.
- Monitors and maintains systems integrity including SIS systems including Banner and Banner Web.
- Plans, organizes, coordinates, and submits District's MIS data to Chancellor.
- Directs technical implementation and upgrades of Ellucian Banner database, associated programs, and procedures.
- Consults with and advises District personnel regarding information management, system capabilities, and applications; directs technical assistance services to District database system and MIS users.
- Coordinates the security of an Oracle client/server distributed environment.
- Oversees administration of user privileges and approvals including role and class security. Manages access to rules, tables, queries, and security of enterprise applications.
- Directs database maintenance and access to data via programs, queries, and Oracle forms as necessary.
- Participates in meetings related to assignments; attends staff and committee meetings; represents the District on related committees or commissions.
- Determines and recommends new applications and/or tools that will better serve the District; collaborates with leadership on purchase of new hardware and software, and ensures accuracy of technical specifications.
- Implements new systems including code to vendors for connectivity to Ellucian Banner.
- Designs and directs development and maintenance of system specific documentation; including backup and system management procedures.
- Actively collaborate with peers and leadership in Disaster Recovery and Business Resumption planning and testing.
- Assist users and technical staff when issues arise and assistance is required.
- Functions as backup DBA when need arises.
- Functions as a programmer/analyst writing code as necessary.
- Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in computer science or computer information systems; plus, a minimum of five years of increasingly responsible experience in programming or systems analysis and hands on experience with large relational database systems (preferably Oracle) and Unix; of which two years of experience in management and/or supervisory capacity.

**KNOWLEDGE OF:**

- Computer systems project management. System requirements analysis and documentation.
- Principles and techniques of complex systems analysis, database design/management.
- Principles of employee evaluation, staff development, employee relations, and concepts of progressive discipline.
- Data processing and technical documentation.
- Programming/scripting languages including: SQL (PL/SQL a definite plus), C or C++, Unix shell scripts.
- Work flow: analysis, techniques, and models.
- Records storage, handling techniques and regulatory requirements.
- Large relational database management.

**ABILITY TO:**

- Analyze administrative and data processing systems, identify problems and develop and direct effective solutions.
- Prepare work plans and time lines for projects and proposed systems.
- Manage system security resources in a client/server distributed environment.
- Direct the maintenance of Unix, Linux, MS Windows, and Oracle systems, as well as District database applications, including Ellucian Banner.
- Write and orally express difficult and complex concepts clearly and concisely. Communicate networking procedures and requirements to users.
- Interact with District personnel to address functional database and system service requirements.
- Establish and maintain cooperative working relationships with professional contacts.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Supervises and directs Database Administrator, Programmer Analysts, Technical Analyst and College Web Master.

**CONTACTS:** Co-workers, other departmental staff and administrators, state agencies, and vendors.

**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 by close of the HR Office on the deadline date. HR Office Hours: Monday -Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

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

1. A completed and signed Antelope Valley College *Confidential, Management, Supervisory 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:



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.**