

Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

Job Title Director, Academic Computing Technologies
Department CC Academic Computing
Institution North Orange County Community College District
Cypress, California

Date Posted Jul. 21, 2021

Application Deadline 8/2/2021

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other
Sciences - Computer Science

Apply Online Here <https://apptrkr.com/2370637>

Apply By Email

Job Description

Director, Academic Computing Technologies

North Orange County Community College District

Position Number: 2015121P

Location: Cypress College

Department: CC Academic Computing

Percentage of Employment: 100%

Months of Employment: 12 Months Per Year

Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

Work Schedule: Remote work transitioning to in person August, 2021. Number of days may vary by position. Monday Friday, 8:00 am 5:00 pm (However, some flexibility such as evenings and weekends will be required to meet the needs of the department.)

Job Description:

Provides leadership in the planning, development and implementation of campus technology; anticipates trends in technology; assists in development of technology plans for individual departments; coordinates and communicates campus technology needs.

Plans, implements and manages the campus-wide network; works with administration, faculty, staff and students to represent network needs and encourage technological advancement on campus.

Selects and evaluates computer and computer-related hardware and software; directs the installation, maintenance and repair of equipment; manages applications development.

Coordinates campus technology needs with District Information Services.

Manages and coordinates campus computer laboratories and other campus technology-related activities as assigned.

Develops and prepares the annual preliminary budget for campus information technology and systems programs and activities; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding operations and activities.

Provides leadership in motivating students, staff, faculty, and administration to learn, use and excel in the available technology in the academic environment.

Evaluates training and technological development needs for faculty and staff; provides staff development training and educational opportunities for campus personnel to maintain and upgrade technology skills.

Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.

Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

Organizes, attends or chairs a variety of administrative and staff meetings as required; serves and committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.

Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g. computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.

Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.

Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.

Performs related duties as assigned.

In addition to the essential functions, in the North Orange Continuing Education, this position may be responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the Computer Instruction program, including curriculum development, course scheduling and faculty assignments, and enrollment management.

Primary Purpose:

Under the direction of a college Vice President or designee [or North Orange Continuing Education Provost or designee], this position is responsible for a variety of administrative and supervisory duties related to the planning, implementation and coordination of campus technology resources and services to facilitate and support student learning and administrative functions.

Working Relationships:

The Director of Academic Computing Technologies maintains frequent contact with college and District administrators, faculty, staff and students.

Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

Knowledge, Skills, and Abilities:

Knowledge of District organization, operations, policies and objectives

Knowledge of state education codes and requirements including Title 5

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

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 efficiently 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:

The award of all degrees must be verifiable on a legible transcript. If degree award date is not posted on transcript your application will be deemed incomplete and removed from consideration. All degrees and course work used to satisfy the required minimum qualifications must be from accredited post-

Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

secondary institutions. If selected as a finalist and/or given an offer of employment for this position, you will be required to provide a transcript (may be unofficial). Human Resources will contact the finalist to obtain this required documentation at that phase of the recruitment.

Minimum Qualifications:

Possession of a masters degree and at least one year of formal training, internship, or leadership experience reasonably related to the position.

Commitment to diversity. All applicants must have 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. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications:

Two (2) years of recent experience related to managing and planning a technology department (including Enterprise Network) in an educational, commercial, government or industrial organization.

Experience in Internet/Intranet systems planning, design and maintenance.

Experience in designing an innovative technology plan for an organization or company.

Experience with planning, setup and design of an Enterprise Network with current and emerging technologies.

Experience managing a diverse portfolio of software applications related to those used in an educational setting, such as Enterprise Resource Planning Systems, instructional support, multimedia platforms, direct instruction, web content management, mobile applications, database management, and infrastructure management tools.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Demonstrated leadership in meeting the needs of a diverse faculty/staff/student population in any of the following areas: (1) learning activities; (2) collaboration and technical training with campus constituents; or (3) budgetary or planning processes.



Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

Demonstrated experience effectively advocating for technology needs with multiple stakeholders and constituent groups.

Working Conditions:

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

Salary Range: \$114,777 - \$145,233 Annually

Number of Vacancies:

Posting Number: 2015121P

Open Date: 06/17/2021

Close Date: 8/2/2021

Special Instructions Summary: Special COVID 19 Notice: In-person interviews are suspended at this time and will be replaced by interviews in a virtual format. Employees must reside in California while employed with NOCCCD, even during remote work. Thank you for your continued interest in working at North Orange County Community College District.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day, identification and employment eligibility as outlined in the Immigration Reform and Control Act, fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

The District may choose to fill one or more positions from this recruitment within the same fiscal year or 8 months, whichever is longer.

To ensure consistency and fairness to all applicants, please do not submit materials in addition to those requested. Additional materials will not be considered or returned. Be sure to complete all questions and sections of the application. For questions which may not apply, indicate N/A (not applicable). Do not use terms such as see resume or see attached.

The minimum required number of references for this position is three (3) and will be requested at the



Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

finalist and/or offer of employment phase of the hiring process.

All applications will be screened under a process of utmost confidentiality by a committee of representatives from the college community. Possession of the minimum qualifications does not ensure an interview. At the time of the interview a written exercise and/or an oral presentation related to the assignment may be required. Subsequent to the interviews, the screening committee will select candidates for final consideration. A second interview will be required of candidates selected as finalists.

Minimum Qualifications Experience: One year of experience is equivalent to 12 months of experience at a maximum of 40 hours per week (full time). Applicable part-time experience will be converted to the full-time equivalent for the sole purpose of meeting the experience minimum qualification (example: Twelve (12) months of part time work experience is equivalent to six (6) months full time).

Minimum Qualifications Education: 24 units are equal to one year of education. As applicable, education must be from a regionally accredited institution and verifiable on a legible unofficial transcript.

NOCCCD offers reimbursement for candidate travel expenses. Visit <http://www.nocccd.edu/policies-and-procedures> to view the administrative procedures AP 7120-10.

Evaluations of foreign degrees and/or course work are required. See our website at <http://www.nocccd.edu/minimum-qualifications> for information regarding evaluation of foreign degrees.

If you would like to add additional transcripts not required by the position, you may upload them to the Additional Transcripts link when completing your application.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4810 at least three business days in advance of the scheduled examination/interview date.

To apply, visit: [\[url=https://apptrkr.com/2370637\]](https://apptrkr.com/2370637)<https://nocccd.peopleadmin.com/postings/4634>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



Director, Academic Computing Technologies
North Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163657>

Downloaded On: Sep. 16, 2021 8:59pm

Posted Jul. 21, 2021, set to expire Nov. 11, 2021

CC Academic Computing
North Orange County Community College District

,