

Director of Enterprise Systems
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258269>

Downloaded On: Aug. 15, 2025 11:01am

Posted Jun. 13, 2025, set to expire Oct. 10, 2025

Job Title Director of Enterprise Systems
Department Technology and Computer Services Division
Administration
Institution Citrus Community College
Glendora, California

Date Posted Jun. 13, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Administration - Other

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Job Description

Director of Enterprise Systems

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Recruitment Start Date 06/12/2025

Recruitment End Date

Open Until Filled

First Consideration Date 07/15/2025

Salary Range 65

Pay Rate \$158,975 - \$209,201 annual, plus 2.5% for a verified doctorate from an accredited institution. Initial placement on the management salary schedule for newly hired managers will be at step 1; however, the President may recommend a higher step placement.

FLSA Status Exempt

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Benefits

Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

General Description/Summary

About Citrus College

Celebrating more than 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

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Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education, and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

Accreditation

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at www.accjc.org.

POSITION SUMMARY

Under the general direction of the Chief Technology Officer, the Director of Enterprise Systems plans, develops, implements, and supervises all enterprise computing systems including: the college enterprise resource planning (ERP) system; supporting databases; software applications; interfaces; report development; cloud applications; workflow processes; and related computing services. Ensures consistent and efficient computing services to college personnel, students, and the community.

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This is a 12-month classified management position.

Minimum Qualifications/Education and Experience

- Possession of a bachelor's degree in computer science or information systems, or a related field, with a minimum of five years of software development, interface development with third-party systems, and enterprise computer system management.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Preferred Qualifications

Advanced Technical Knowledge and Experience

- Understanding of Banner ERP systems or equivalent, including Operating systems, Relational databases, Application development, Authentication and security standards, Interfaces and APIs, and Cloud services and workflow processes.
- Familiarity with Forms and Reports, ODBC, and web development.

Cloud Infrastructure and Cost Management

- Experience managing cloud environments with a focus on resource monitoring and Integration with on-premise systems.

Cybersecurity and Business Continuity Expertise

- Knowledge of cybersecurity frameworks such as NIST and CIS Controls.
- Experience in disaster recovery and business continuity planning.

Project Management Skills

- Familiarity with Agile and Waterfall methodologies.
- Experience in long-range planning and managing complex IT projects.

California Community College System Knowledge

- Understanding of California State reporting requirements, such as MIS (Management Information Systems) and CCFS-320 submittals.

Leadership and Supervision

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- Proven ability to hire, train, and evaluate technical staff; resolve conflicts using effective communication and resolution strategies; lead cross-functional teams and shared governance committees.

Equity and Inclusion

- Demonstrated commitment to working with diverse populations and fostering an inclusive environment.

Communication and Collaboration

- Strong written and verbal communication skills.
- Ability to collaborate with stakeholders across departments.

Licenses and Certificates

Essential Duties and Responsibilities

- Leads, plans, administers, and modifies enterprise computing systems including the college systems; supporting databases; software applications; interfaces; report development; cloud applications, workflow processes and related computing services.
- Plans, organizes and directs the installation, configuration, maintenance, programming and repair of enterprise systems.
- Evaluates and manages cloud applications and related computing services, considering security, cost-effectiveness, and integration with existing systems.
- Maintains and manages the college's cloud environment, with a focus on actively monitoring resource consumption and identifying opportunities to reduce operational costs.
- Manages the automated scripting for account provisioning, updating, and sunseting for security and accuracy.
- Manages enterprise systems to ensure proper integration and optimal reliability.
- Engages with the technology management team to develop cyber incident, disaster recovery and business continuity plans to ensure proper function of ERP system.
- Manages all interfaces to resources external to the central college systems.
- Manages the lifecycle of college enterprise systems.
- Manages Programmers/Analysts in their role of application programming, interface and report development; Database Administrators in their role to update, maintain, and optimize the college databases; and Web Support Personnel in their role to support and maintain the college web site.
- Directs team to monitor, manage, and resolve incidents as it relates to enterprise computing systems.
- Works with technology management in designing and implementing college wide technology

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solutions.

- Plans and monitors section 508 accessibility compliance on District website.
- Administers requests related to the college ERP system; supporting databases; software applications; interfaces; report development; cloud applications and related computing services.
- Oversees end-user technology training for staff and faculty.
- Writes specifications and designs, directs development of bid specifications and prepares plans to install or modify enterprise systems.
- Responsible for managing change process and documentation with college stakeholders as it relates to the ERP and related systems.
- Establishes system software standards, upgrade procedures and maintenance activities to achieve the highest possible reliability and accessibility of enterprise systems.
- Provides technical and information assistance in support of college to ensure the technology needs of the project are met in a timely and cost-effective manner.
- Engages in activities to keep current with the latest releases and best practices related to enterprise systems.
- Hires, trains, supervises, and evaluates assigned personnel; resolves conflict through active listening, communication, and use of conflict resolution strategies; establishes individual and department priorities, projects, tasks and responsibilities.
- Serves as chairperson for the appropriate shared governance committees.
- Participates on technology management teams including but not limited to annual budgeting and strategic planning.
- Participates in grant writing and/or partnerships that provide support funding and the development of new and/or innovative technologies.
- Maintains positive working relationships with other departments on campus.
- Helps to create and maintain an environment that is customer-centered and service oriented.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of enterprise resource planning (ERP) components including computer operating systems, databases, application development, authentication and security standards, interfaces, cloud services, workflow processes, and report development in a multivendor and multiprotocol environment.
- Knowledge of current developments and trends in the enterprise systems industry.

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- Knowledge of troubleshooting procedures for enterprise systems, interfaces, and related hardware and software.
- Knowledge of management skills with policy and budget formation including preparation and administration of the annual budget.
- Knowledge of cloud computing infrastructure.
- Knowledge of business process improvement.
- Knowledge of principles of waterfall and agile project management, planning and program review.
- Knowledge of Cybersecurity frameworks such as National Institute of Standards and Technology (NIST) or Center for Internet Security (CIS) controls.
- Knowledge and understanding of Forms and Reports Relational Database programming, web development, ODBS and API data access.
- Knowledge and understanding of California State reporting requirements such as Management Information Systems (MIS) and CCFS-320 submittals.
- Ability to develop automated business systems.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.

Physical Abilities

Working Condition

Department: Technology and Computer Services Division Administration

Job Category: Management

Assignment: Full-Time

Percentage of Time: 100%

Months per Year: 12 months

Work Days per Week: See "Work Schedule per Day" below.

Work Schedule per Day: Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, as an exempt management/supervisory-level role, it may require occasional evening, weekend, holiday, or other non-traditional hours to meet the needs of the college.

Work Shift:

Bargaining Unit: Unrepresented

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Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to

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investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1244>

Contact Information

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

Contact

Technology and Computer Services Division
Administration
Citrus Community College

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