

IT Systems Specialist III
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=260861>

Downloaded On: Aug. 9, 2025 12:42pm

Posted Aug. 6, 2025, set to expire Jan. 28, 2026

Job Title IT Systems Specialist III
Department SC - Technology Services
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 6, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5033777/it-systems-specialist-iii>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under less direction than the lower level positions in this series, from the appropriate level manager or administrator designee, assumes responsibility for a variety of complex, technical functions related to local and wide area voice and data networks, including design, engineering, installation, maintenance and operations; troubleshoots networking issues and equipment; and

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builds, configures and installs computer systems, servers, workstations, software and hardware for use in the overall networking environment.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the IT Systems Specialist series and is assigned duties and projects requiring significant expertise. This class is distinguished by the level of specialized, functional or technical expertise beyond the journey level and is expected to provide advanced technical support to more complex networking systems, servers and related applications.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provide service in the planning, design, configuring, installation and maintenance of network systems and requirements including network, computer, storage, virtual and cloud based systems; recommend modifications and/or new equipment including hardware and software; analyze technical problems and recommend appropriate corrective measures to meet the Districts guidelines, regulations and requirements.

Provide guidance and assistance to other networking staff in the implementation and operation of an efficient and effective data network/

Meet and confer with instructors and staff to determine technical requirements needed to meet each semester's educational objectives; analyze requirements and develop plans and designs; prepare detailed technical operational specifications and other documentation required for development and implementation of complex of complex network systems.

Conduct technical field surveys to determine network site locations; assist in the development of detailed system design criteria, prepare equipment specifications, prepare purchases, statements of work, and quotes with vendors, and assist with procurement processing; evaluate equipment to determine compliance with specifications.

Coordinate and conduct engineering studies as needed; prepare technical reports; compile data evaluating and justifying requests for equipment and material to be included in the budget.

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Respond to and analyze technical problems in the operation of networks and network equipment; instruct faculty and staff on basic usage of computer software, hardware and peripheral equipment; troubleshoot voice and network (physical and virtual) issues related to hardware, software, and connectivity and initiate appropriate corrective action.

Design, monitor and implement college systems, network security strategies to protect institutional data and defend against attacks, viruses, phishing, hacking and user ignorance or malice; create, implement and maintain network back-up and recovery strategies.

Create, modify and manage network user accounts monitor users and shared resources to ensure compliance with educational, College and District goals; allocate and manage file storage for end-users on the server.

Maintain all aspects of the voice network and voice mail infrastructure.

Create and maintain various documents related to the networking environment including network ports inventory, server lists and labels, installation and configuration procedures, password lists, property transfers and equipment warranties.

Interact with and direct vendor service technicians and consultants in the installation and maintenance of network systems.

Create and maintain documentation of network facilities, including cabling, conduit and equipment.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

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Complex Institutional systems, physical and virtual systems and other related peripherals, including printers, computer labs, conference rooms, servers, network equipment and other learning spaces and technologies.

Operational characteristics of local and wide area network systems.

Operational characteristics of a variety of communication systems and devices.

Operational characteristics of network security technologies including but not limited to Firewalls, NAC, SEIM, EDR, Vulnerability Scanners.

Advanced principles of Voice over IP or equivalent technologies.

Advanced principles of Infrastructure As A Service cloud technologies

Operational characteristics of virtualization technologies

Advanced principles and practices of troubleshooting technical network and computer system hardware and software problems.

Advanced principles and practices of network server design, engineering, installation and maintenance.

Personal computer hardware and software components.

Principles and practices of customer service.

Operational characteristics of various computer software packages.

Methods and techniques of developing technical documentation and training materials.

Data and network standards and applications.

Application of scripting to perform tasks and a working knowledge of commonly used scripting programming languages and application programs.

Equipment and materials currently available for new and revised data network installations.

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Fundamentals of personal computer operation, specifically installation and maintenance

techniques and testing data communications connections.

Use of tools and equipment required for installation and maintenance of data communication circuits and wiring.

Ability to:

Conduct surveys of existing network installations, evaluate their effectiveness and efficiency and recommend design modifications to systems or equipment, as necessary.

Plan, design, configure and maintain effective and efficient network systems, server resources and client workstations to meet District and College guidelines.

Evaluate the effectiveness and efficiency of existing network installations and recommend appropriate design modifications as necessary.

Analyze and complete the installation, configuration and resource allocation requirements of various applications and programming languages.

Assimilate and analyze data and prepare accurate and concise engineering reports and studies.

Analyze technical problems accurately and recommend or take an effective course of action.

Plan and organize large projects requiring the involvement of several departments.

Act as team leader on major projects making assignments, reviewing work and maintaining quality control.

Train staff in principles of network engineering and operating principles of equipment.

Make system programming changes to network equipment and systems, and program mini or microcomputers in commonly used languages and application programs.

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Respond to and identify user network and computer related problems.

Work independently in the absence of supervision.

Communicate technical information to a wide variety of users.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information systems, telecommunications, data communications, network technology or a related field. Substantial directly related work experience and/or related technical certifications may substitute for formal education.

Experience:

Four years of technical work experience in data communication, technical support and network service operations as a network/systems technician and/or data communications analyst.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least

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minimal environmental controls are in place to ensure health and comfort.

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office and multimedia equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

Supplemental Information

Initial Screening Date: August 21, 2025

Applications missing the required documents will not be considered.

Range **140** of the **CSEA** Salary Schedule

Work Schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: **40**

Months per Year **12**

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

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Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

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The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

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These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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