

**Business Continuity Group Supervisor
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=268446>

Downloaded On: Nov. 18, 2025 3:24pm

Posted Nov. 18, 2025, set to expire Jun. 1, 2026

Job Title Business Continuity Group Supervisor
Department Business
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Nov. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6725738>

Apply By Email

Job Description

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Business Continuity Group Supervisor

Initial Review Date: 12/05/25*

***Any complete applications received after the initial closing date will only be forwarded to the hiring committee at their request.**

Campus:Central Services

Starting Salary: \$12,580.37 (per month) plus excellent benefits; **Salary Grade:**C4-79

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Full Salary Range:\$12,580.37 - \$16,849.52 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified supervisor position above.

ABOUT THE DISTRICT

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

Job Summary:

The Business Continuity Group Supervisor leads the day-to-day execution and maintenance of the District Administrative Systems including Enterprise Resource Planning (ERP) systems. The supervisor leads a team of continuity technical professionals and coordinates with various departments to strengthen organizational resilience and achieve organizational strategic goals and innovation.

DEFINITION:

**Business Continuity Group Supervisor
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Under the direction of an assigned Educational Technology Services (ETS) administrator, plan, organize, and supervise the programming technical staff and computer applications functions for the District Administrative Systems including Enterprise Resource Planning (ERP) systems; train, supervise and evaluate the performance of assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include the following:

1. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
2. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
3. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
4. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
5. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
6. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
7. Supervise programmers, temporary employees and vendors working on a variety of projects; determine priorities for programming tasks and schedule available resources; monitor projects and programmer performance; identify potential program or problem areas.
8. Oversee the computer applications functions including ERP systems.
9. Coordinate systems maintenance and software development for application systems including the development between systems; coordinate user requirements in terms of existing and projected computer capacity and capabilities.
10. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline personnel according to established policies and procedures.
11. Communicate with and advise the Director on various programming issues; advise District and campus staff on programming issues.
12. Recommend, specify, acquire, install and configure equipment and programs for the colleges as necessary.
13. Assist in developing and preparing the annual preliminary budget for the department; control and authorize expenditures in accordance with established limitations.
14. Operate a computer, associated peripheral devices, various software and hardware and related

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office equipment.

15. Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
16. Attend seminars, meetings and other activities as assigned.
17. Maintain current knowledge of equipment and programs for future implementation.
18. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles of database and project management, program planning, documentation and control.
2. Principles, methods and problems of operating an electronic data processing computer and peripheral equipment.
3. Analysis and design of systems and procedures.
4. Computer programming languages, utilities and applications used within the District.
5. Principles and practices of supervision and training.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.
9. Technical aspects of field of specialty.
10. Record-keeping techniques.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize and supervise the programming technical staff and computer applications functions for ERP systems.
3. Evaluate, design, develop, and maintain applications systems.
4. Train, supervise and evaluate personnel.
5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effectively working relationships with others.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Maintain records and prepare reports.

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9. Analyze situations accurately and adopt an effective course of action.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Plan and organize work.

Minimum Qualifications:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a bachelor's degree in computer science, business administration, or related field **AND** five (5) years of increasingly responsible information technology experience in analysis and design, database systems, programming or related experience.

Preferred qualifications

1. MBA or two (2) years supervisory experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html> . We cannot guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Teamsters Local 287 Union. The current union agreement can be found online at: [https://hr.fhda.edu/downloads/Teamster%20Agreement 2018-2021 FINAL PDF.pdf](https://hr.fhda.edu/downloads/Teamster%20Agreement%202018-2021_FINAL_PDF.pdf)

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We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2316?c=fhda>

Contact Information

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

Contact

Business

Foothill-De Anza Community College District

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