The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is 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. In fact, the college encourages applications from all segments of qualified people.

For application/additional information:
Telephone: (562) 860-2451 x2284
Website: http://www.cerritos.edu
Human Resources Hours: 8:00 AM - 5:00 PM (Monday through Friday)

**MANAGER, INFORMATION TECHNOLOGY**

$7,834.00 - $9,854.00 per month

**Profile**

Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college’s district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu/.

The Information Technology department supports all business operations and educational functions of the college. The department is comprised of 34 employees in five areas: user support, database administration, software development, audio visual, and reprographics. Further, the department supports various technology efforts related to two general obligation bond construction programs totaling $560 million. Information technology staff presently support 220 smart classrooms, 53 computer labs, 2,650 desktops, and a wireless network that continues to expand throughout the campus.

**Summary**

Plans, supervises, assesses, evaluates, and participates in activities dedicated to providing technical support, maintenance, and troubleshooting to district users on hardware and software applications used for administrative and academic purposes, including ERP systems. Oversees and provides advanced technical guidance to staff on a wide variety of complicated installations, upgrades, repairs, and implementations. Supervises, maintains, and oversees all centralized equipment within the computer room. Coordinates the purchase, installation, and maintenance of decentralized equipment with the appropriate staff. This position also provides complex administrative support to the Director, Information Technology.

**Distinguishing Career Features**

The Manager, Information Technology reports to the Director, Information Technology and is responsible for technical and user support activities, workstation standards and configuration, and system security. The Manager requires the ability to integrate these services, optimize users’ access to technical support and troubleshooting, and ensure secure, continuous operations.

**Essential Duties and Responsibilities**

- Participates in the supervision of the installation, support, and maintenance of ERP integrated database systems. Supports the software, hardware, applications, and overall systems for the development and production environments. Oversees standards, documentation, security, change
Manager, Information Technology  
Closing Date: October 26, 2015

management, patches, fixes, and upgrades.

- Participates with the Network Administrator and Director, Information Technology in planning and design of network infrastructure. Participates in business and strategic planning for the department and in the assessment of organizational effectiveness.

- Ensures that calls and personal inquiries and problems associated with usage of computer software, hardware, input and output of information and data transmission are handled efficiently and on a timely basis.

- Supervises help desk activities and support staff and administers the system for documenting help desk calls. Develops a database for storage of questions and solutions to computer and software-related problems, indexed in such a way that it facilitates consistent response by Technicians and easy access by others.

- Provides leadership in the new and emerging technologies in support of student services.

- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.

- Develops strategies, guidelines, and methodologies to support vulnerability management including but not limited to: virus protection, intrusion detection, firewalls, VPN, off-site storage, disaster recovery, replication, security management, and software licensing.

- Delegates, with the assistance of the Director, and documents projects to any computer staff, with a specific and direct focus on the activities of the Technicians. Oversees the development of policies and standards, including but not limited to district purchasing.

- Facilitates the processes to offer a consistent approach to configuring, installing, and maintaining directory structures, security, and applications software. This includes installation and configuration of all network users, computers, printers, modems, cabling, peripherals, servers, routers, and hubs. Ensures a common approach to configuring network protocols, security, and policy files governing user access.

- Establishes communications with academic and administrative departments, orienting them to the scope of user support. Establishes controls and standards to assure consistent site-based technical support.

- Manages information security. Researches new techniques and enhancements for data, servers, and networks to be secure.

- Performs formal presentations to inform, educate, and maintain communication with staff, faculty, and or administration. Provides web-based documentation as appropriate.

- Researches trends in technical support activity to determine the system or training needs of the organization. Maintains a broad knowledge within current and emerging technologies and participates in broad range technology planning.

- Manages and participates with network staff in the installation of networked equipment. Customizes applications software and other associated programs and files to enhance user productivity and technology support activities.

- Develops and monitors budgets and maximizes financial resources.

- Participates on and chairs committees, task forces, and special assignments.

- Maintains currency of knowledge and skills related to the duties and responsibilities.

- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.

- Performs other related duties as assigned.

Minimum Qualifications of Education and Experience

Requires a bachelor’s degree with a concentration in one or more of the following areas:

- Computer Science, Information Technology, Networking, Microcomputer Hardware and Software Components, Microcomputer Operating Systems, Data Communications Software, or a related area and five years of technical support experience, two of those years must involve leadership over staff in a networked personal computer hardware/software environment working with Microsoft operating systems.

- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.
Salary/Fringe Benefits

- Grade 32 on Management Salary Schedule ($7,834.00 - $9,854.00/month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash in lieu option available on medical insurance.)
- Participation in the Public Employees' Retirement System and Social Security.
- 22 days annual vacation.

Conditions of Employment

This is a full-time 12-calendar month classified administrator position.

Employment is to be effective as soon as possible following completion of the selection process.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Application Procedure

Interested applicants must submit:

- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  * Contributions to the profession
  * Related experience/accomplishments
  * Professional/personal development (workshops, diversity sensitivity training, etc.)

- Completed District Classified Employment application form.

- Comprehensive résumé of educational background and experience.

- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.

- The names, phone numbers and e-mail address of three work references to include at least one supervisor.

All above materials are to be mailed to the following address:

Cerritos College, Human Resources Department
11110 Alondra Blvd., Norwalk, CA 90650-6298

Application Deadline

The position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 5:00 PM on October 26, 2015. This position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than 5:00 PM on October 26, 2015. It is the applicant’s responsibility to insure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

Selection Procedure

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process also may include practical exercises (i.e., training demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates’ qualifications.

First level and finalist interviews for this position are expected to be conducted in November, subject to confirmation. Employment is contingent on Department of Justice and FBI fingerprint clearance and approval by the Board of Trustees.

September 15, 2015