

Applications Specialist III
Rancho Santiago Community College District

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Job Title	Applications Specialist III
Department	Information Technology Services
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	May 23, 2019
Application Deadline	6/24/2019
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
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Job Description

Position

Applications Specialist III #CL19-1289
Information Technology Services/District Operations Center
Full Time Position

Hours

40 hours/week, 12 months/year

Salary

2018-2019 CSEA Salary Schedule
Grade 19 \$74,517.29 - 78,241.77 - 82,185.35 - 86,320.64 - 90,620.24 - \$95,180.00/year

Benefits

The District shall contribute up to \$28,257.96 per fiscal year toward employee and dependent(s)



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medical/dental coverage; contribute \$1,500 per fiscal year toward dependent(s) or employee medical/dental coverage or other approved deductions consistent with IRS regulations; provide life insurance of a minimum of \$50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the CSEA contract. Payroll deductions include the California Public Employees' Retirement System and Social Security.

Starting Date: As soon as possible after the offer of employment.

Deadline to Apply: Monday, June 24, 2019, 5:00 PM

CLASS SUMMARY

Under minimum direction, provide information system application programming, database development and enhancement; administers the district database and transaction processing system; develops training workshops relating to the micro computer district standard software; and assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Serves as resource in database development and enhancement: design databases using relational database structural analysis using one or more programming languages; administers and maintains servers that hold databases; functions as a webmaster: administers web server through setting up web configuration and services, creating user accounts, installing patches; assesses the need for new functionalities, conducts feasibility studies and cost evaluations and coordinates implementations; manages web site content; analyzes problems, design new web pages and write programs to improve web site. Functions as mainframe administrator; maintain integrity of district's database elements; lead project to add elements, involving creating a mirror image of the mainframe, re-structure by code, and load data into new structure, ensures all data is in alignment. Assists in the analysis, design and implementation of computer application systems; consults with district personnel on resolution of systems design problems; assists in the planning and development of system proposals; describes, creates, maintains, monitors and controls district data base; maintains and sets up parameters for the Transaction Processing System; trains personnel in data base concepts; may provide training using District standard software to district personnel; may function as the team leader of projects.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated supervisor or administrator.

REQUIREMENTS

A bachelor's degree in Information Technology, Computer Science or related field and four years experience in application programming and database experience, including experience in systems design and data base design and transaction processing. Knowledge of application programming &

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database administration; programming principles, procedures, techniques, database concepts and a full range of computers; integrated enterprise-level information systems; principles and techniques of systems design and analysis; transaction processing; principles, practices and language of computer operations; capabilities and limitations of computers and auxiliary equipment; testing and troubleshooting DBA related problems; English composition; principles of training. Ability to analyze and develop programs and systems, including writing, testing, debugging, documentation and operating instructions; administer district data bases; prepare data base schematics utilizing knowledge and abstract reasoning; read and understand educational data and information; elicit information and communicate with district personnel effectively; utilize required computer software; produce, finalize and check work efficiently; participate in the formulation of long range development plans and in conferences; contribute to the preparation of new computer systems; maintain effective and cooperative working relations with departmental staff, administrators, management and vendors; write clearly and concisely. Working conditions: this position requires ability to use computer workstations throughout the workday.

Selection Criteria

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interview:

Educational experience (breadth and depth)

Work experience (breadth and depth)

Demonstrated ability to work cooperatively with others

Bilingual ability (if needed)

Demonstrated experience in working with diverse socio-economic communities

Professional growth activities

Specialized skills training

Leadership skills

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview.

During the oral session, those selected for interviews will, in addition to the above, also be evaluated

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on the following
factors:

Oral communication skills

Presentation

Problem solving

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the RSCCD application and upload all required documents online at

[url=https://apptrkr.com/get_redirect.php?id=1470819&targetURL=http://www.rsccd.edu/employment/Pages/E] by the specified closing date for the position. If you do not have a computer, there is a computer which can only access RSCCD employment website and scanner to upload application materials/documents (no USB) available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

Resume (Required)

Unofficial transcripts showing that the minimum qualifications are met (Required)

Any additional supplemental materials (Optional)

This applicant pool may be used for vacancies in the same classification occurring within the next six months.

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal record check will be paid for by the candidates.

The Rancho Santiago Community College District is an equal employment opportunity employer and prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived



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characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Department for assistance.

To apply, visit: <https://www.rscgd.edu/employment/Pages/Employment.aspx>

Contact Information

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

Contact

Information Technology Services
Rancho Santiago Community College District

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