Manager, Enterprise Applications
Rancho Santiago Community College District

Job Title	Manager, Enterprise Applications
Department	Educational Services
Institution	Rancho Santiago Community College District
	Santa Ana, California
Date Posted	Jun. 12, 2024
Application Deadline	06/24/2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/5324184
Apply By Email	
Job Description	

Manager, Enterprise Applications

Rancho Santiago Community College District

Salary Range: Grade F: $129,791.27 - $173,916.14/year, $180,872.79 (top step effective 7/01/2024)

Job Type: Full Time

Job Number: CL24-00862

Manager, Enterprise Applications
Rancho Santiago Community College District

Location: Santa Ana, CA

Division: DO Educational Services

Closing: 6/24/2024 5:00 PM Pacific

Job Description

POSITION OVERVIEW

Under general direction, manages and coordinates development and support for enterprise software applications; plans, organizes, supervises and directs the activities of an applications development and systems programming section of professional staff; ensures the effective planning and completion of multiple software projects of varying size and scope to meet business area requirements; manages the planning, analysis, design, conversion, testing, implementation, and operation of enterprise applications; drives innovation and oversees software architecture design and integration with third-party applications; assumes and performs related duties and responsibilities as required. This position reports to the designated Information Technology Services supervisor or administrator.

REPRESENTATIVE DUTIES

1. Provides hands-on leadership in the design, development, support, and implementation of software applications.
2. Provides scope and prioritization on work assignments, paying strong attention to detail and deadlines.
3. Assigns, trains, evaluates and supervises staff.
4. Coordinates applications/database support and development activities through direct and indirect staff as well as contracted services.
5. Performs systems analysis and project management activities that include planning, designing, implementing, and maintaining districtwide business applications and reporting systems.
6. Follows development standards methodology based on best practices that accommodates changing business priorities.
7. Utilizes and promotes the use of enterprise tools and development/support standards, guidelines for security and accuracy of application software systems.
8. Manages, monitors, and maintains system integrity including Enterprise Resource Planning (ERP)/Student Information System (SIS), Learning Management System (LMS), business intelligence, reporting and other enterprise systems.

9. Communicates with personnel from a variety of departments including staff, faculty, administrators and various vendors and researchers to exchange information concerning existing and proposed application systems and to gather and document business requirements.
10. Represents the department on committees and workgroups and attends meetings related to district's application operations.
11. Leads in the development of technical specifications for services, technology and information systems.
12. Conducts process analysis, and drafts conceptual designs.
13. Ensures that team members are responding to, and troubleshooting reported problems pertaining to application performance and reliability.
14. Identifies the root cause of issues and develops and implements an approved approach for resolution.
15. Recommends funding and procurement of information systems enhancements.
16. Performs advanced programming tasks on development projects.
17. Provides technical assistance and guidance to staff assigned to work on application operations.
18. Leads the development of appropriate programs in accordance with user requirements and assures that documentation and training materials provide an adequate basis for system use.
19. Attends conferences, seminars and trainings to keep up with the industry in regard to the district's application software.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. System design, development, implementation and application support and troubleshooting principles and practices.
2. Understanding of database management principles and practices.
3. Project management principles, advanced systems analysis methods and techniques of IT applications and development such as Agile Software Development and Scrum principles.
4. Understanding of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting.
5. ERP/SIS, LMS, CRM, and CMS applications business and back office applications, preferably used in an educational environment.
6. Understanding of Forms and Reports Relational Database programming, ODBS and API data access.
7. Experience developing and implementing standard operating procedures.

Ability to

Manager, Enterprise Applications
Rancho Santiago Community College District

:

1. Act as a lead programmer, senior developer, project manager or technical supervisor.
2. Programming capabilities using object-oriented computer languages and ability to support complex relational database management systems.
3. Ability to evaluate and design new systems and apply them to new or existing business processes, while facilitating staff and end user training.
4. Ability to provide excellent customer service, manage enterprise-wide application system projects and communicate technical information to a non-technical audience.
5. Capability to support public and private cloud computing environments and develop automated business systems.
6. Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
7. Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff.
8. Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy.
9. Exhibit proficiency in clear and concise verbal and written communication.

Job Qualifications

MINIMUM QUALIFICATIONS
Education and Experience:
Bachelor's degree in Information Technology, Computer Science, Business Administration, Business Systems Computer Science, or a related field and five years of increasingly responsible experience with application development/database reporting, enterprise information systems, system or data architecture, formal software development methodologies.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and

portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT
The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination 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 characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA
Application Screening

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

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Manager, Enterprise Applications
Rancho Santiago Community College District

Based on the information presented in 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 an oral interview.Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

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 on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

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 the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Transcripts:

Manager, Enterprise Applications
Rancho Santiago Community College District

Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

To apply, please visit https://www.schooljobs.com/careers/rsccd/jobs/4440679/manager-enterprise-applications

Contact Information

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

Contact

Educational Services
Rancho Santiago Community College District
,

Manager, Enterprise Applications
Rancho Santiago Community College District