

Manager, Enterprise Application Systems
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=245600>

Downloaded On: Sep. 27, 2024 1:19am

Posted Sep. 23, 2024, set to expire Oct. 11, 2024

Job Title Manager, Enterprise Application Systems
Department Information Technology
Institution Cabrillo College
Aptos, California

Date Posted Sep. 23, 2024

Application Deadline 10/11/2024

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Information Technology

Apply Online Here <https://apptrkr.com/5661340>

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Job Description

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Manager, Enterprise Application Systems

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01889

Closing: 10/11/2024 11:59 PM Pacific

Location: Aptos, CA

Department:

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Information Technology

Employment Opportunity

This opportunity is for a full-time, 12-months per year position with an opportunity to work remotely 1-2 days per work week. The incumbent must be able to work at our Aptos campus on a schedule determined and agreed upon at the time of hire.

Cabrillo College is seeking a **Manager, Enterprise Application Systems** who under direction, plans, organizes and manages the work of staff engaged in the design, development, implementation and maintenance of the District's Enterprise Resource Planning (ERP) system and other enterprise applications and related systems; provides technical leadership and expertise on the development and integration of systems and applications to ensure the District's strategic, instructional, business and operational needs are met; serves as project manager for mid- to large-scale applications and software projects and initiatives; and performs related duties as assigned.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

COMPENSATION AND BENEFITS:

Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step schedule ranges from **\$109,173 to \$153,618 per year**. Salary placement is determined by documented education and experience. A **doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time

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employee net out-of-pocket for benefit premiums may be as low as \$0.

Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a 223-day work schedule, which equates to an average of 18 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

Cabrillo's Commitment to Diversity:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, manages, integrates, and evaluates work of the assigned area; supervises and

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participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.

- Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and professional development targets; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; responds to grievances; approves overtime/compensatory time and accurate reporting of absence time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Administrative Procedures, Human Resources procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
- Provides day-to-day leadership of and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District mission, objectives and values including Guided Pathways; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
- Participates in participatory governance committees, processes, and initiatives.
- Manages and participates in the design, development, configuration, installation and maintenance of enterprise applications and related software; oversees the evaluation of vendor software packages to ensure requirements of the District's infrastructure can be met; oversees and participates in analyses of system data, processes and system interactions to identify and evaluate: the impacts of maintenance and enhancement changes to on-going production; the methods for accessing, using or migrating data; and the conversion of legacy systems to new technologies.
- Provides technical guidance and consulting support to District executives, management and administrators on potential technology solutions to meet instructional, business and operational needs.
- Work requires well-developed customer relationship management and communication skills, as well as the ability to unify various ideas and efforts of internal and external team members to achieve expected results.

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- Participates with other IT managers and District managers and administrators in the District's Information Governance processes responsible for advising on and setting direction, strategy, policies, standards and priorities for enterprise-level technology solutions and systems.
- Reviews and recommends or approves project feasibility, scope of work and project boundaries, detailed project plans, milestones and deadlines and project budgets; drafts language and supports negotiation and administration of vendor contracts; monitors project progress and reviews or prepares status reports; reviews and acts on contract change requests; approves deliverables developed by vendors/ consultants; integrates multiple projects into overall work plans; meets with project technical and management steering committees on project issues and progress; ensures project completion and accountability for results.
- Manages and oversees system conversion and installation processes including the installation of applications software updates and new releases; ensures all quality assurance reviews are completed successfully; follows up to ensure newly installed applications are functioning correctly; oversees development of business continuity and disaster recovery plans and application and data security protocols; manages and oversees the development of systems and user documentation in accordance with District standards; supervises and oversees customer training.

OTHER DUTIES

- Stays abreast of information technology developments and evaluates their applicability for meeting District needs and requirements; maintains up-to-date technical knowledge in order to carry out assigned responsibilities effectively.
- Represents the District on local and statewide professional organizations and committees.
- May act for the Director, Information Technology in that individual's absence.
- Performs related duties as assigned.

Minimum Qualifications

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

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from a four-year college or university with a major in computer science, management

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information systems or a closely related field; **AND**

- At least five (5) years of progressively responsible professional information technology experience, including project leadership totaling at least one (1) year; **OR**
- An equivalent combination of training and experience.

Desirable:

- Experience in a community college or other governmental setting.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices and techniques of information technology management, including applications design, software development methodologies and hardware and software options for business, administrative and instructional functions.
- The Software Development Life Cycle.
- Principles and practices of systems and business process analysis.
- Programming theory and languages, operating system architectures, characteristics, components, uses and constraints, systems integration and optimization design concepts and techniques.
- Systems/networks and database administration and maintenance; database management and storage systems and software.
- Internet/intranet technologies and design concepts.
- Project management methods, tools and techniques.
- Troubleshooting principles and practices applicable to assigned areas of responsibility.
- Customer relationship management and internal consulting concepts and practices.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Applicable federal, state and local laws, rules and regulations.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Research methods and analysis techniques.
- Principles and practices of effective management, supervision and equity.
- Safety policies and safe work practices applicable to the work being performed.

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- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan, organize, manage, assign, delegate, review and evaluate the work of assigned applications and data management staff.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize, set priorities, allocate resources and exercise sound, independent judgment within areas of responsibility.
- Develop and maintain effective customer relationships with all District constituent groups.
- Develop a conceptual framework and apply state-of-the-art technology and process improvement techniques to formulating integrated, efficient, cost-effective and business-based technology solutions to customer problems and issues.
- Effectively carry out project management responsibilities.
- Apply critical thinking skills to isolate problem causes, perform root cause analysis and formulate solutions and workarounds.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District in productive relations with vendors, contractors and consultants.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy with sensitive and complex issues, situations and concerned people.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Establish and maintain effective working relationships.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the District's vehicle

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insurance program.

Additional Information

APPLICATION PROCESS

Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). *Foreign transcripts must be evaluated for U.S. equivalency* and any costs are at the applicant's expense - [click here](#) for more information

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Official Transcripts

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee*. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via

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email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4656906/manager-enterprise-application-systems>



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Contact Information

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

Contact

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