ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
Central Services
Director, Information Systems and Operations

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Director, Information Systems and Operations.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:
Reporting to the Vice Chancellor, Technology, provide district-wide leadership to assure the integrity, reliability, and security of computerized information. Oversee the development, maintenance, operation and support of the hardware and software application systems used in support of business services, student support services, and other administrative operations of the district. Lead the planning, development, acquisition, implementation, and operation of software application systems and data administration. Provide direction to improve district information technology delivery and efficiency. Maintain security of systems. Direct capacity planning, systems failure analysis, and implement resolution. Analyze and provide recommendations relating to new systems. Develop and coordinate district-wide long and short-range plans for systems development, maintenance, security, production activities, and support services. Define business requirements and apply appropriate hardware and software technologies to meet requirements. Provide technical advice and guidance to district and college administrators, faculty, and classified staff. Develop specifications for new systems components. Define hardware requirements in support of administrative design and implement access security and internal control functions. Direct the operations of the district data center operations and systems administration support. Interface with industry and academic organizations to maintain state-of-the-art knowledge in emerging technologies. Direct and supervise the activities and services of the Information Systems and Systems and Operations staff. Oversee and evaluate staff workloads and projects. Manage the budget for departmental operations. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education, encouraging cultural and ethnic diversity in staffing, curriculum, programs, and services. Assure compliance with the District's Injury and Illness Prevention Program. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

MINIMUM QUALIFICATIONS:
1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree.
3. Five years demonstrated experience in managing complex software implementation projects in a multi-departmental environment or five years managing an enterprise-wide information system, preferably in higher education.
4. Experience in developing and managing vendor relationships.
5. Three years demonstrated experience managing systems and data center operations.

PREFERRED QUALIFICATIONS:
1. Master's degree.
2. Knowledge of project management, leadership, and supervision.
3. Knowledge of change management, financing, action planning, and strategic planning.
4. Knowledge of computers and accompanying technology.
5. Knowledge of policies and procedures related to community colleges and federal grants.
6. Knowledge of educational institution operations and public policies and administrative practices, including FERPA, HIPAA, and other federal and state regulations and laws regarding security of student and employee data.
7. Knowledge of data center operations management, systems administration, and systems hardware and software configuration and management.
8. Knowledge of disaster planning and records management.

In addition, successful candidates will demonstrate the following:
1. Ability to provide leadership in planning and implementing a complex and integrated information technology program.
2. Ability to communicate effectively both orally and in writing, including writing complex proposals and producing written reports.
3. Ability to achieve results through others.
4. Possess strong conceptual skills and analytical abilities.
5. Possess a commitment to customer service and end user satisfaction.
6. Possess organizational skills.
7. Ability to manage several projects at one time.
8. Ability to maintain excellent communications with non-technical system users.

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APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: $101,565-$105,329

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost 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 fully paid medical for employees and dependents, visit our web site: http://hr.fhda.edu/benefits

TERMS OF EMPLOYMENT: Full-time, Permanent, 12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must 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
(650) 949-6217
Email: employment @fhda.edu
http://www.fhda.edu