



Ohlone Community College District

EMPLOYMENT OPPORTUNITY

Application may be obtained from:

HUMAN RESOURCES, ATTN: Vy Anderson

43600 Mission Blvd., Fremont, CA 94539-5847

Office: (510) 659-7355 Fax: (510) 659-6025

vanderson@ohlone.edu www.ohlone.edu/org/hr/jobs

SENIOR INFORMATION SYSTEMS ENGINEER

12 month, 100%, Classified Position

APPLICATION DEADLINE: June 25, 2013 at 5:00 PM

Salary Range 54: \$70,704 - \$89,904 monthly

DEFINITION:

Under direct supervision, install and maintain data interfaces, administer and manage the College's integrated business information systems (Datatel Colleague). Night and weekend work may be required; work assignment includes all District campuses and sites; location assignments other than District campuses and sites may be required.

IDEAL CANDIDATE:

The ideal candidate will have strong DBA experience with multiple database platforms and large-scale application and enterprise resource planning systems and has a solid understanding of the technology impacts on business strategic direction. The ideal candidate will be comfortable working in a collaborative team atmosphere that promotes efficiencies, innovations, and best practices. He/she will be part of a team responsible for system monitoring and operations, change control, capacity and performance monitoring and performing and supporting implementations, upgrades, and patching for all database environments. He/she must be capable of exercising discretion and independent judgment, specifically analyzing problems, weighing alternative approaches and recommending solutions.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

1. Evaluate, plan, install, and test all new releases for installed Application Systems to assure a current and reliable system (e.g., Datatel Integrated Financial and Student Information Systems and several Web based applications).
2. Develop implementation plans, procedures, and structures for technical support and maintenance of Application Systems.
3. Perform quality assurance at technical and procedural levels.
4. Provide Database Administration for the UniData/Datatel Colleague integrated student and financial system.
5. Provide database management skills for related Business Systems, including Microsoft Access, and flat file systems.
6. Work with the Office of Research and Planning to assess and meet the data needs of the college and all its members, staff, faculty and students.
7. Support a "Data Warehouse" capability to meet the information needs of the District and College both as a scheduled data extracts and on a special request basis.
8. Continually update and implement security procedures to protect the content of all systems and servers.
9. Administer client accounts and service features, including file access, backup and recovery planning and related activity.
10. Troubleshoot system problems and effect resolutions of all system related problems.
11. Work with the System Administration staff to assure reliable, efficient and accurate back-up and disaster recovery procedures and documentation tailored to the specific application environments.

12. Assess institutional needs and new technology for all database and application systems.
13. Provide analysis of District systems and related services for potential improvement.
14. Lead, train, schedule, and coordinate technical support staff, including students and temporary employees on a project basis.
15. Evaluate and recommend equipment, tools, and utilities to improve the quality of support for database and application systems.
16. Prepare and present proposals and reports for management and committees.
17. Keep accurate and complete business records, and system documentation, for all areas of responsibilities.
18. Perform related duties as required.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Education: Bachelor's degree with major course work in computer information systems and database technologies, plus substantial continued education and training in the field.

Experience: Four years professional experience directly developing or supporting an integrated database Enterprise Resource Management System in key technical and administrative roles demonstrating progressively increasing duties and responsibilities that include those defined for this position.

SPECIAL REQUIREMENTS: Essential duties require the following physical abilities and work environment: Ability to work efficiently and productively at a computer console with keyboard and mouse; work in a general office environment. May be required to work evenings and weekends.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

1. Principles, concepts, practices, terminology of Operating Systems, Client/Server architectures, related services;
2. plan, install, configure, administer and maintain UniData systems including integrated Enterprise Resource Management application suites such as Datatel Colleague
3. 4GL CASE tools such as Envision; techniques and practices of computer programming, database management, and software support
4. principles and techniques of training
5. principles, techniques and tools for effective and efficient troubleshooting and performance monitoring
6. product and service evaluation techniques
7. Cost/benefit analysis
8. Budget projection
9. Emergency and disaster preparedness and response for information and communication systems.

Skills to:

1. Organize, prioritize, and track tasks, requests, and projects effectively using appropriate charts, project management and database tools
2. Instruct, write, and listen effectively
3. Correctly interpret and resolve complex problems
4. Acquire and maintain current technological and regulatory knowledge
5. Use appropriate and correct English grammar, spelling and punctuation
6. Understand, carry out, and give oral and written instructions effectively
7. Author and assemble professional documentation
8. Maintain business records
9. Perform accurate mathematical and algebraic calculations

10. Establish and maintain productive and cooperative working relationships, maintain business communications; work productively and efficiently with minimal oversight.

Ability to:

1. Be sensitive to, and have an understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.
2. Understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students
3. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

HEALTH AND WELFARE BENEFITS *

1. Medical, Dental, Vision & Life Insurance
2. Membership in Public Employees' Retirement System *Candidates hired on or after January 1, 2013 are subject to restrictions imposed by PEPPRA*
3. Employee Assistant Program (EAP)
4. Salary Continuation Insurance
5. State Unemployment Insurance
6. Workers' Compensation Insurance
7. Contribution to O.A.S.D.I. (Social Security)
8. Paid vacation at the rate of 10 days for the first four years of employment, 15 days for the fifth through ninth year, and 20 days after the Ninth year*
9. Paid sick leave at the rate of 8 hours per month, accumulating indefinitely, if unused*
10. Fifteen paid holidays each year
11. Longevity Pay Step Increase (5% after the 9th, 10.25% after 14th, 15.76% after 19th, 21.55% after 24th year of District service.)
12. IRS Section 125 Flexible Medical Spending Plan
13. 457(b) Deferred Compensation Plan (employee contributes)
14. 403(b) Tax Shelter Annuity Plan (Employee contributes)

***Benefits will be prorated for positions less than 100%#**

APPLICATION PROCEDURES

Application packets must be submitted to the Human Resources Office by 5:00 p.m. on June 25, 2013. We are closed on Fridays during the summer (May 27, 2013 – August 16, 2013). The College reserves the right to modify, rescind or re-advertise this recruitment at any time.

1. Completed Ohlone College application form. **NOTE: An Ohlone Classified Application must be submitted and may be obtained from our website at <http://www.ohlonejobs.com/>.**
2. Current resume.
3. Cover letter.
4. List of at least three Professional References including name, position, organization, phone number, email and their relationship to you; please do not submit letters of recommendation at this time.

Materials submitted with your application will be considered for this opening only. All material submitted becomes District property and will not be returned. Incomplete application packets will not be considered.

Forward your completed application and other required documents to:

**Ohlone College, Human Resources Office
43600 Mission Boulevard
Fremont, CA 94539
Attn: Vy Anderson, Senior HR Specialist**

Or vanderson@ohlone.edu

The District

The mission of Ohlone College is to serve the community by offering instruction for basic skills, career entry, university transfer, economic development, and personal enrichment for all who can benefit from our instruction in an environment where student learning success is highly valued, supported, and continually assessed. Ohlone College is a multi-campus single college district, serving the cities of Fremont, Newark and Union City located in the southeast area of San Francisco Bay. Enrollment is 12,000 per semester. The student population and surrounding communities represent a highly diverse population. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historic Mission San Jose. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

Equal Opportunity Employer

Ohlone Community College believes in a close relationship among students, faculty, staff, and community. The District is strongly committed to achieving staff diversity and has made a commitment to the principles of equal opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, gender, ethnicity, national origin, ancestry, age, religion, marital status, disability, sexual orientation or disabled veteran status in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants. If you are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call the Human Resources office at: (510) 659-6088.

Conditions of Employment

Offers of employment are contingent upon Governing Board approval. Employment with Ohlone Community College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts and proof of freedom from tuberculosis. In addition you will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986." Pre-employment tests and/or medical examinations may be required. Ohlone Community College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.