Director, Enterprise Applications
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Reporting to the Chief Information Officer (CIO), the Director, Enterprise Applications is responsible for providing leadership, strategic direction, and guidance for thearchitecture, implementation, integration, maintenance and enhancement of KCCD's IT Enterprise Applications.

The Director, Enterprise Applications will lead the strategy, coordination, planning, and execution of IT Enterprise Application initiatives to enable KCCD in meeting its goals and objectives.

Examples of Duties

1. Provide overall vision and leadership to technical staff on overall Enterprise Application architecture.

2. Collaborate with stakeholders to enable the District to achieve its objectives through the effective use of technology.

3. Oversee and provide technical and functional guidance to IT staff and end users in areas such as Systems Analysis, Web and Mobile applications, ERP systems, Database Administration, Reporting/Decision-Support System and related systems.

4. Evaluate and approve highly complex technical approaches including cloud architecture, programming, devops, security, and other elements related to delivery of applications.

5. Plan and implement cloud solutions (including Software as a Service, etc.) including maintenance, performance monitoring, fitness of purpose, and integrations.

6. Provide leadership and project management for initiatives and projects related to Enterprise Applications.

7. Plan and monitor section 508 accessibility compliance on assigned website.

8. Evaluate, recommend and implement Enterprise Application standards, upgrade procedures, documentation, and maintenance activities.

9. Recognize and advance opportunities for the utilization of the district's information technology investments.

10. Engage with Administrative and Instructional departments district wide to understand their operations, IT needs and translate this into the identification,prioritization, and implementation of key IT Enterprise Application projects.

11. Participate in strategic IT planning processes and collaboratively develop plans to address organizational needs and goals.

12. Manage vendor relationships including contract negotiation and compliance requirements.

13. Provide support for reporting requirements such as annual and term-based submittals of the Management Information Systems (MIS) data.

14. Train, supervise, and evaluate assigned professional staff; establish individual and department priorities, projects, tasks and responsibilities.

15. Create, plan and manage the Enterprise Applications budget and provides input in the administration of related budgets.

16. Serve as a leader and member of institutional committees and professional groups.

17. Explore innovations and trends in technology for institutional applicability.

18. Assist with and participate in KCCD's IT Project Portfolio Management.

19. Represent the district at regional and statewide meetings related to IT.

20. Assess, plan, prioritize and direct the work effort required to effectively integrate KCCD's Enterprise Applications with other IT systems used District wide.

21. Perform other duties as assigned.

Minimum Qualifications

Minimum:

- Bachelor's degree from an accredited college or university in Computer Science, Business, Management Information Systems or a related field.

- Five (5) years of successful experience in systems analysis and programming.

- Two (2) years of increasingly responsible experience in an Information Technology leadership position including staff supervision.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired:

- Master's degree from an accredited college or university in Computer Science, Business, Management Information Systems or related field.

- Five (5) years of increasingly responsible experience in an Information Technology leadership position including staff supervision.

- Experience in a higher education environment.

Knowledge and Abilities

- Knowledge of Enterprise Resource Planning systems, implementation, development, operations, maintenance, and support.

- Knowledge of modern programming languages, utilities, and applications used in the District.

- Knowledge of Database management systems, data governance, reporting tools, and data warehouses.

- Knowledge of Web application development, maintenance, devops principles, and continuous integration.

- Knowledge of Advanced principles and techniques of systems analysis, design, programming, and documentation.

- Knowledge of cloud-based services and providers, preferably Amazon Web Services, including architecture, capabilities and tooling.

- Knowledge of security-related best practices for assigned areas and technologies.

- Knowledge of current principles, practices, and standards of planning and project management.

- Knowledge of Section 508 Accessibility and related standards and requirements.

- Knowledge of District organization, operations, policies and objectives.

- Ability to plan, organize, and direct daily operations of assigned areas.

- Ability to communicate effectively both orally and in writing.

- Ability to maintain records and prepare reports.

- Ability to prioritize and schedule work.

- Ability to analyze situations and adopt an effective course of action.

- Ability to establish effective working relationships at all levels of the institution.

- Ability to encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

- Ability to perform complex analysis and research, identify alternative solutions, forecast consequences of proposed actions and implement recommendations in support of goals.

- Ability to follow-up and follow-through in a coordinating role across multiple constituencies to achieve tactical and strategic goals.

- Ability to address technical issues in non-technical terms.

- Excellent oral and written communication skills.

- Self-directed/driven.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. Theratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1   Often—51-75 percent = 3
Occasional—25-50 percent = 2   Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.

1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified manager position.

Signatures/Approval

_____   _____
(Employee's Signature)   (Date)

_____   _____
(Supervisor's Signature)   (Date)

7/2021