

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

Definition

Reporting to the Director of Enterprise Applications, the Associate Director of Enterprise Applications is responsible for overseeing the planning, development, maintenance, integration and enhancement required to support the successful use of KCCD's ERP and related systems.

The Associate Director of Enterprise Applications will serve as an expert technical resource for ERP systems, integrating applications and working with functional departments to understand their operations and assist with business process reengineering and to lead large-scale deployments of IT ERP and related systems projects.

Examples of Duties

1. Provide operational oversight for KCCD's IT ERP and other related systems.
2. Oversee and provide technical and functional guidance to staff and end users on a variety of complex technical matters, including, but not limited to, programming, scripting, web development, reporting, upgrades, and related Enterprise Application initiatives.
3. Collaborate with stakeholders to enable the District to achieve its goals and objectives through the effective use of IT ERP and related systems.
4. Assist in the development of and ensure assigned staff comply with Enterprise Application standards, upgrade procedures, documentation, and maintenance activities.
5. Recognize and advance opportunities for the utilization of the district's information technology investments.
6. Engage with Administrative and Instructional departments district wide to understand their operations, IT needs and translate this into the identification and prioritization of key IT Enterprise Application projects.
7. Assist in the strategic IT planning processes and collaboratively develop plans to address organizational needs and goals.
8. Manage vendor relationships including contract negotiation and compliance requirements.

Examples of Duties (continued)

9. Provide support for reporting requirements such as annual and term-based submittals of the Management Information Systems (MIS) data.
10. Train, supervise, and evaluate assigned professional staff; establish individual and department priorities, projects, tasks and responsibilities.
11. Assist with the development and management of the Enterprise Applications budget and provide input in the administration of related budgets.
12. Serve as a leader and member of institutional committees and professional groups.
13. Explore innovations and trends in technology for institutional applicability.
14. Assist with and participate in KCCD's IT Project Portfolio Management.
15. Assess, plan, prioritize and direct the work effort required to effectively integrate KCCD's ERP systems with other IT systems used District wide.
16. Act on behalf of the Director of Enterprise Applications in his/her long term absence.
17. Perform other duties as assigned.

Definition

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.
- 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 of Information Systems, or related field.
- Two (2) years of 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 Computer programming languages, utilities, and applications used in the District.
- Knowledge of Database management systems, data governance, reports, data warehouses and dictionaries.
- Knowledge of Web application development, maintenance, and integration.
- Knowledge of Advanced principles and techniques of systems analysis, design, programming, and documentation.
- 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. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2
4

Often—51-75 percent = 3
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 administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)