



**TAFT COLLEGE**

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Monday, May 15, 2017

### *Executive Director of Information Services*

2016-17 Educational, Confidential and Classified Administrator Salary Schedule Grade 19, \$91,278.00 - \$123,733.00. The District provided health and welfare benefits, valued at \$19,530.96 for 2016-17 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### GENERAL RESPONSIBILITIES

The Executive Director of Information Services shall assist the Superintendent/President by maintaining the information technology resources of the District and facilitating the use of that information for planning, research and governmental reporting requirements. The Executive Director of Information Services supervises the Information Technology Services Department in meeting the information needs of all district departments, as well as facilitating the planning and constant improvement of the District's information infrastructure.

#### DUTIES AND RESPONSIBILITIES

- Maintain the administrative and instructional information technology resources of the District.
- Review and analyze department functions to develop and implement solutions, training and applications that support their information technology and planning needs.
- Develop and implement district standards and specifications for hardware and software acquisition. Develop procedures that insure the integrity of institutional information.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.**

Website:

[www.taftcollege.edu](http://www.taftcollege.edu)

[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department**

**Hours:**

Monday-Thursday

7:30 a.m. - 5:00 p.m.

Friday

7:30 a.m. - 4:30 p.m.

- Oversee and direct department's efforts at developing internal standards and procedures and set long term objectives and goals.
- Serve as Chief Information Systems Officer for the District's state and federal reporting requirements.
- Supervise and lead ITS staff by training, evaluating and coaching.
- Develop annual departmental budget and collaborates and advises with other departments in budgeting for their information technology needs.
- Participate as a college and community resource for issues concerning information technologies.
- Participate in contract negotiations for computer hardware, network, voice, software, maintenance and related services.
- Participate and/or coordinate committees, taskforces and teams as assigned or needed.
- Supervise and administer the implementation and on-going functionality of the college's Enterprise Resource Planning (ERP) software.
- Develop strategic plans and oversee all aspects of administrative information systems including server systems, data/telecommunications networks, voice telephone system, desktop PCs their operating systems and on-board applications.
- Responsible for the administration of system accounts, passwords, security, and data integrity.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

This position requires a Bachelor's degree or the equivalent from an accredited institution. Five (5) years of increasingly responsible experience in supervision and management of an Information Services Department in a higher education setting. Willing to be a participant in the community that is served by the college. Demonstrated ability to work collaboratively and independently. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **DESIRABLE QUALIFICATIONS**

An earned Master's degree, from an accredited institution, in a field related to Information Systems.

An understanding of laws and regulations governing California community colleges.

Demonstrated understanding of the relationship between a small, rural community college and the community it serves.

### **SPECIAL KNOWLEDGE/SKILLS**

- Knowledge of computer networks, hardware and student information systems.
- Knowledge of voice systems.
- Knowledge of computer applications development and implementation methodologies.
- Knowledge of state and federal reporting needs of the California community college system.
- Ability to manage a multi-million dollar technology focused budget
- Ability to supervise, evaluate and train technical personnel.
- Ability to coordinate district functions.
- Strong organizational, communication and interpersonal skills.
- Ability to interpret policy, procedures and data.
- Demonstrated understanding of and commitment to cultural diversity.

### **FOREIGN TRANSCRIPTS**

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

## **ANTICIPATED STARTING COMPENSATION**

Based upon the 2016-17 Educational, Confidential and Classified Administrator Salary Schedule, Grade 19, the starting salary range is \$91,278.00 - \$123,733.00 per year. An annual doctoral stipend of \$3,622.77 is included in addition to the salary when appropriate.

## **APPLICATION DEADLINE**

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Monday, May 15, 2017**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

## **APPLICATION PROCESS**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or Edjoin online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university course work (need not be official).

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Management online application submission: [www.edjoin.org](http://www.edjoin.org)

Send all application materials to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **PAY RANGE**

Grade 19 on the Educational, Confidential and Classified Administrator Salary Schedule/ Exempt.

## **SUPERVISION**

Direction is received from the Superintendent-President.

## **HOURS & TERMS OF EMPLOYMENT**

40 hours per week, 12 months per year. Will require evening hours throughout the year.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

## **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

## **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*