

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

Application Deadline Date: Open Until Filled
First Review of Applications: November 5, 2018

PROGRAMMER/ANALYST

12 months/year; 40 hours/week; \$4,806/month

RESPONSIBILITIES: Under direction of the Director of Information Technology, designs, tests, maintains, and upgrades a variety of software for District computers; programs computers in a variety of languages; provides technical analysis of new systems and upgrades; provides website development and maintenance for college website and web-based interfaces; troubleshoots software and hardware; designs, tests, maintains, and upgrades a variety of software for District computers; provides information system planning by researching technologies related to system development; provides technical analysis of new systems and upgrades; hardware and software troubleshooting; reviews and tests data bases; assures compliance with regulations and policies; works with users on system needs and demonstrates new technologies to assure needs are met; provides administration and maintenance of various college web servers, including security, audit and control of serve technologies; programs and maintains Web technologies and infrastructure; develops and maintains college websites and web-based interfaces to Enterprise Resource Planning/student records system.

Researches and obtains cost estimates for various equipment, hardware, and software; learns and understands new software programs; evaluates and tests products as assigned; prepares ad hoc reports and receives database inquiries; assists others with requests as needed; provides interpretation as needed; prepares project documentation; maintains project files as appropriate; performs upgrades to ERP/student records system and related infrastructure; remains current regarding technical advances in the field by reading trade journals, books related to technologies, manuals for hardware/software, attending conferences, workshops, and staff meetings; communicates with District personnel and outside organizations to coordinate activities, exchange information and resolve issues or concerns; train users in system uses as necessary; performs other duties as assigned.

QUALIFICATIONS

Knowledge of: Programming and analysis skills; various programming languages; RDBMS and SQL computer networking protocols; advanced computer troubleshooting techniques; hardware and software troubleshooting; computer security and related issues; software licensing issues; recordkeeping techniques; server operating systems; basic research methods; interpersonal skills using tact, patience, and courtesy

Ability to: Design, test, maintain, and upgrade a variety of software for District computers; program computers in a variety of languages; provide technical analysis of new systems and upgrades, and hardware and software troubleshooting; communicates effectively both verbally and in writing; establishes and maintains cooperative and effective working relationships with others; prioritizes and schedules work; learn, apply, and explain policies, procedures, rules, and regulations related to the operation of the department; analyze situations accurately and adopt an effective course of action; maintain current knowledge of technological advances in the field; work independently with little direction; meet schedules and timelines; plan, organize, prioritize, and schedule work; maintain documentation and records; prepare reports

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ASSIGNMENT/SALARY/BENEFITS: The monthly salary range is \$4,806-\$6,010 over five years. Starting salary is \$4,806 or \$5,046 with five years of equivalent or similar experience. The work schedule is typically Monday-Friday, 8:00-5:00 p.m., with an hour for lunch. There are twelve days of vacation leave annually which increase with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are eighteen paid holidays per year.

APPLICATION PROCEDURE: Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at HRrecruiting@mendocino.edu or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- Cover letter
- Resume

***Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.***

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

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THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.