



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

**Application Deadline: November 15, 2019; 5:00 p.m.**

**PROGRAMMER/ANALYST, SR.**

12 months/year; 40 hours/week

**Full Benefit Package: Health, Dental, Vision, Prescription, Life Insurance; fully paid by the District Retirement Plan with CalPERS**

**BASIC FUNCTION:**

Under direction of the department manager, 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.

**REPRESENTATIVE DUTIES:**

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.



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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; and prepare reports.

### WORKING CONDITIONS:

Office and computer room environment; subject to noise from computer equipment.

Physical demands including sitting, standing, reaching, bending, walking, and occasional light lifting (up to 25 lbs).

**ASSIGNMENT/SALARY/BENEFITS:** The monthly salary range is \$5,511-\$6,892 over five years.

Starting salary is \$5,511 or \$5,786 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. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are nineteen 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](mailto: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\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- Cover letter, including a description of work experience as it relates to the representative duties of this position.



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- Resume
- Contact Information for 3 professional references (no letters please)

***Incomplete application packets will not be forwarded to the selection committee.  
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 technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two 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 basic skills 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.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. 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 with some light manufacturing. 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 retirement and 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.

***Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.***