



Human Resources  
29 Cougar Court  
Taft, CA 93268  
661-763-7805

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

## Classified Employment Opportunity

Application Deadline: Monday, October 8, 2018 at 4:00 p.m.

### *Programmer II*

Classified Salary Grade 33 ~ \$56,107.00 – \$71,609.00 per year in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2018-19 includes medical, dental and vision for the employee and dependents, 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.

Taft College’s Full Time Equivalent Students are 2,582 with an average class size of 20. The College has a student body that is 55.9% Hispanic, 31.6% Caucasian, 6.2% African-American, 2.2% Multi-Ethnicity, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Undeclared and 0.3% Pacific Islander.

The College has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

#### **DEFINITION**

Under the direction of the Executive Director of Information and Technology Services, incumbent will design and develop applications, programs and utilities to facilitate: District management information system reporting, security, data warehousing and system requirements; design and develop computer programs to augment database system operations and correct computer and database system problems; application administration and remediation; design, develop, document, test and implement programs and web content as required to ensure that needs are met in an accurate and timely manner.

#### **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 our 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 – Friday

8:00 a.m. – 4:30 p.m.

## **REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

- Use District data element dictionary in developing programs to prepare MIS reports as required
- Design and develop programs to augment Ellucian Banner database(s) utilization and to facilitate District business processes as requested
- Work with the Oracle and Ellucian Banner software systems to extract required information as part of program development and implementation
- Develop and maintain program specific documentation; including program operating procedures; prepare documentation to accompany all programs and program changes, documenting dates and specific nature of design/change to all code developed/modified
- Assist administrators, faculty and staff in diagnosing and resolving problems associated with software, integrated applications, and web-based programs
- Participate in maintaining various webpages and the implementation and updating of other online services
- Maintain system code and configurations associated with District database and MIS systems and update programs and parameters and client access and usage procedures as required
- Perform data extractions, migrations, backups, merges, and integrations and prepare reports as required
- Design and develop programs to facilitate automated workflow systems as required
- Recommend improvements to District systems, programs and utilities as needed
- Analyze and recommend new or modified computer applications
- Conduct operational efficiency studies on programs and software applications used for database systems and other District systems
- Interact with District personnel as required to provide database and management information system program and operational information; provide documentation and assistance to program and system users
- Learns and implements software provided by outside vendors
- Design, develop, and augment GUI forms utilizing Oracle Forms and/or Banner 9 Admin Pages
- Design, develop, and implement web applications for District systems
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

Any combination of education equivalent to two (2) years of college coursework in computer science, management information systems or related field AND three (3) years of experience developing applications using a minimum of two different platforms including relational databases, programming languages and interactive web applications.

Sensitivity to and understanding of the diverse academic, socioeconomics, cultural, disability and ethnic backgrounds of community college students.

## **DESIRABLE QUALIFICATIONS:**

An earned bachelor's degree from accredited institution in computer science, management information systems, or related field of study or four years of programming experience in relational databases, and knowledge of languages and techniques.

IT experience preferably in a school setting.

## **WORKING CONDITIONS**

Assignments are typically 40 hours per week and 12 months per year. May require overtime or evening hours throughout the year. Work is generally performed indoors but may involve traveling to complete assignments or for research, workshops, training or meetings.

## **PHYSICAL REQUIREMENTS:**

*Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:*

1. Ability to work at a desk, conference table, or in meetings of various configurations.
2. Ability to see for periods of reading laws, codes, rules, policies, or other printed matter and computer terminal displays.
3. Ability to hear and understand speech at normal levels.
4. Ability to communicate so others will be able to clearly understand a normal conversation.
5. Manual dexterity sufficient to use a variety of office and computer equipment.
6. Ability to stand and circulate for extended periods of time.
7. Ability to lift and carry up to 50 pounds.
8. Ability to reach in all directions.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

## **ENVIRONMENT**

The department provides accurate and timely service to administrators, faculty, staff, student, instructional and administrative departments, vendors and Federal and State reporting agencies and ensures that instructional programs and departments are not impacted and are operating at optimal level for all users. Work is primarily performed in a busy office environment. May be assigned overtime, holidays and weekends to complete projects and assignments.

## **PAY RANGE**

Range 33 on the Classified Employees Salary Schedule/ Non-Exempt.

## **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. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

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

1. A West Kern Community College District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. A copy of transcripts (unofficial are acceptable).

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

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.

### **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Monday, October 8, 2018.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

### **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.*