SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director of Human Resources

DATE: September 13, 2018

SUBJECT: Consideration of Approval of Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached management job descriptions for:

- Business Systems Administrator (new), and
- Manager, Programming – KVCR TV/FM (formerly Manager, Programming – Radio)

OVERVIEW

The classifications and attached job descriptions for the positions listed above accurately display the duties and qualifications required to perform successfully in this role.

ANALYSIS

The proposed job descriptions support SBCCD needs by aligning positions, duties and qualifications for managers and administrative support.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with the approval of this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
BUSINESS SYSTEMS ADMINISTRATOR

DEFINITION

Under the general direction of an appropriate administrator, coordinates the implementation, application planning, design, troubleshooting, and ongoing maintenance of one or more major modules of the District's enterprise systems; plans, oversees, and performs complex business and systems analyses; collaborates with administrators, managers, and Information Technology staff to ensure development of system capabilities to achieve operational and service strategies.

EXAMPLE OF DUTIES

1. Performs complex cross-departmental functional analysis, including mapping, setup, system modeling, testing, and troubleshooting of assigned information systems to recommend implementation practices. Performs complex functional analysis of third-party computer applications, reporting functions, assessment, scanning, and other testing.
2. Consults cross-divisionally to maximize functionality and the efficient use of assigned information systems. Develop business process modifications and determine strategic solutions to provide consistency; analyze operational and business mandates and legal requirement; identify and analyze complex business process issues and dependencies; propose policy, standards, project direction, and strategies to meet information needs; coordinate with IT staff as needed.
3. Uses programming languages to analyze, evaluate, and test system upgrades, new releases, bundles, and patches; review vendor documentation to identify processes and assess integration issues; verify compliance of new system processes; work with user and application developers to conduct performance and compliance testing and identify fixes or corrections.
4. Maintains security and confidentiality of fiscal, personnel, and student data, and monitors system security and access; sets up and maintains security profiles for system user.
5. Provides technical support and expertise for assigned applications; troubleshoot and resolve application or database problems; review and analyze system problems including system documentation and production output, to identify solutions; recommend changes as needed; confer with vendor to solve complex procedural, operational, and technical problems.
6. Interacts, coordinates, and serves as liaison between IT, business areas, and external vendors.
7. Assists with IT audits of information systems, data, networks, and IT security.
8. Develops documentation and provides training to district-wide staff; develops procedures and user manuals.
9. Assists with the development of strategic, long-range enterprise resource planning system acquisition and implementation.
10. Monitors and evaluates system performance and initiates necessary corrective action to assure continuity of services meeting the District's needs.
11. Develops plans and strategies, including capital budgets, for hardware and software systems appropriate for the District's current needs.
12. Provides supervision and evaluation of staff as needed.
13. Performs related duties as required.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
BUSINESS SYSTEMS ADMINISTRATOR

MINIMUM QUALIFICATIONS

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or a related field or Completion of sixty (60) units from an accredited college or university and at least four (4) years of experience in programming, modern technology, and systems analysis can be used in the absence of a bachelor's degree.

Required Experience:

Four (4) years of increasingly responsible experience in programming, modern technology, and systems analysis.

Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities.

Certificate, License or Registration:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and proof of a good driving record.

KNOWLEDGE AND ABILITIES

Knowledge of principles, techniques, and application of system development, design, database, and programming that are applicable in the course of ERP system implementation and maintenance.

Ability to plan and organize all functions related to the District's ERP systems that produces effective and efficient results; to work independently and exercise sound judgment in identifying and resolving system issues.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Employees work in an office environment is exposed to loud noise levels, cold temperatures, dust and allergens. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures. This is primarily a sedentary office classification although standing and walking between work areas may be required.

Physical: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel,

crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.
Hearing: Hear in the normal audio range with or without correction and speech to communicate in person, before groups, and over the telephone.

Board Approved:
Management Salary Range: 13

Class Specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

DEFINITION

Manages daily operations of multi-channel KVCR-TV/FM including supervision of staff, budget administration, planning, and programming; coordinate engineering, external fund raising and compliance with the Federal Communications Commission (FCC) and the Corporation for Public Broadcasting (CPB).

The Manager, Programming will create and execute the long-range plan for station operations, legal compliance, growth and development, staffing, programming, technical needs, equipment, signal expansion, fund-raising and academic support, with the goal of improving the station's service to the district and community. The Manager, Programming will be responsible for the preparation of all required annual reports.

EXAMPLE OF DUTIES:

- Makes decisions regarding hiring, evaluation, promotion and termination of employees.
- Monitors broadcast traffic activities and makes improvements when necessary to enhance programming format.
- Analyzes the programming needs of the listening public and creates programs to serve needs; assigns staff producers to create programs.
- Confers and participates with promotion and development departments in regard to special programs, events and fund raising activities.
- May serve as producer/host of various programming as assigned.
- Participates in budget preparation and policy, procedures and goal setting for the station by estimating equipment needs, new technologies and evaluating current programs.
- Ensure maintenance of physical plant, transmitter function and compliance with all necessary local, state and Federal laws and regulations in conjunction with chief engineer.
- Ensure program content complies with all necessary state and Federal laws, regulations, and requirements as well as KVCR programming policies and requirements.
- Ensure completion of and compliance with necessary public file reports, annual CPB Station Activity Surveys, FCC license renewal applications, EEO mandates, charity registration with state Attorney General, OSHA regulations, or other necessary local, state and Federal filings.
- Devise, in collaboration with the Development Director, a strategy and plan for fundraising in and outside the station.

MINIMUM QUALIFICATIONS

- Completion of a four-year college curriculum with a major in communications, business administration, broadcast management, marketing, advertising, or a closely related field. Additional experience may be substituted for the educational requirement on a two-for-one basis to a maximum of four years of experience for two years of college.
- A minimum of ten years broadcasting experience, of which at least five years must be management experience, along with a minimum of two years public broadcasting experience.

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PREFERRED QUALIFICATIONS:

Experience working in public broadcasting and experience in a college or university setting preferred.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Public broadcasting programming, operations, equipment and systems.
- Satellite broadcasting procedures and protocols.
- On-air and remote broadcasting methods, techniques, procedures and processes.
- Applicable local, state and federal laws, regulations, codes and policies.
- Preparation of contracts and grant proposals.
- Budget, purchasing and fiscal management methods and techniques.
- Fundraising development methods and techniques.
- Underwriting theory, methods, concepts and practices
- Public broadcasting organizational structures, workflows, systems and operating procedures.
- Current and developing trends in broadcasting including digital, multi-channel broadcasting.

Skills and Abilities to:

- Develop, organize and manage short and long-term goals and objective.
- Manage broadcasting program schedules and changes in programming.
- Effective oral and written communications.
- Develop interpersonal relationships with a diverse audience.
- Hire, supervise, train and evaluate staff.
- Support development of staff skills and manage staff performances.
- Lead and motivate volunteer staff.
- Make decisions using independent judgment and discretion.
- Organize, prioritize and schedule project and other work assignments.
- Develop and manage budget and fiscal operations.
- Foster a cooperative working team environment.

WORKING CONDITIONS

Office and TV/Radio station environments; some work in confined areas; exposure to electrical hazards, occasionally.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. KVCR. actively supports Americans with Disabilities Act and will consider reasonable accommodations.

Board Approval: 9/13/2018
Management Salary Schedule Range: 16