

**MAJOR FUNCTIONS**

This is responsible professional, administrative, and supervisory work managing a unit within the Grants and Enterprise Resources Department. Provides management over the Enterprise Resource Planning team that is responsible for supporting the City's back-office systems of record PeopleSoft Financials, PeopleSoft Human Capital Management, and UKG Timekeeping. Responsible for providing technology related guidance, business process evaluation, procedural development, project planning and management, and related services to enhance the delivery of division services. Responsible for coordinating and performing product research and analysis, planning, and developing operating and project budgets, developing project plans, defining resource allocations for the implementation and upgrades of for financial and human resource management, currently.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, directs, trains, and supervises the work of Enterprise Resource Planning (ERP) staff. Conducts performance evaluations and recommends approval or denial of merit increases. Recommends the hire, transfer, promotion, discipline grievance resolution or discharge of assigned staff. Recommends, justifies acquisitions and implements information technology applications which improve operations and support the strategic plan of the department and the City. Acquires and implements effective computer strategies for improving customer service, reducing cost and return on investment. Provides technical expertise in the evaluation of technical solutions and ensure solutions are consistent with the strategic initiatives of the City. Develops and recommends policies and procedures for the Enterprise Resource Planning (ERP) division that follows the system development lifecycle methodology standard.

**Other Important Duties**

Represents the Director – Grant & Enterprise Resources on committees and in meetings as requested.

Serve on special project teams and committees as directed.

**DESIRABLE QUALIFICATIONS****Knowledge, Skills, and Abilities**

Thorough knowledge of end-user computing, computer software architecture, data communications, software and hardware technology, effective office automation techniques and technology industry trends and directions. Considerable knowledge of the principles of supervision, training, and performance evaluation. Considerable latitude, independent judgment, and initiative are exercised in this class. Demonstrates interpersonal facilitation and communication skills. Ability to schedule, delegate and review the work of subordinates. Ability to organize and analyze a wide variety of facts and provide appropriate recommendations. Ability to communicate direction to subordinates such that projects move forward and remain within budget and on time. Possess a very high level of project management, business process analysis, people, and organizational skills. Ability to manage multiple projects/tasks and schedules. Experience with incorporating change management elements into project implementations. Skill in establishing and maintaining effective and productive relationships with external and internal resources. Possesses management style and values that are consistent with the City's mission and values.

**Minimum Training and Experience**

Possession of a bachelor's degree in data processing, computer science, management information system, business or public administration or a related field and ten years of professional experience that includes computer systems analysis, technical support, or database analysis; or an equivalent

combination of training and experience. Five years of the required experience must have been in a supervisory capacity.

Established: 01-19-23