



Title: Manager, Enterprise Resources and Databases

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage the design, development, operation and maintenance of the District’s Enterprise software systems, and complete highly advanced and complex analytical, technical, and administrative tasks related to design, development and maintenance of software systems and their applications. . This is accomplished by coordinating and managing enterprise systems, managing software development projects, coordinating and communicating with District staff throughout the software development process, supervising subordinate staff, managing software development and database administration, developing project plans and budgets, identifying hardware and software needs, communicating and negotiating with vendors, contractors and others as required, overseeing project testing and evaluation, preparing project reports, designing, developing and managing SQL data structures, databases, and servers, participating in defining system architecture and technical standards for enterprise data management, providing technical expertise, consultation, and system and/or industry best practices in a variety of functional areas, and supporting the overall achievement and completion of department projects.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Administers the Enterprise Resource Management system by analyzing the need for modifications, upgrades and enhancements to software and/or hardware, performing needs assessments, feasibility and gap analysis, providing consulting expertise to functional teams and technical staff, creating and modifying the production and non-production environments, communicating the plan, activities and expected results of upgrades, enhancements, and mini releases, providing technical consultation and solutions, supporting the District's goals and direction, managing functional configuration and business process implementation projects, supporting the systems infrastructure, coordinating with staff, providing technical expertise and consultation, ensuring that enterprise applications support business needs, and assisting in planning, reviewing and conducting work activities.	50%



2	S	Creates and manages software by designing, testing, integrating, implementing and administering custom business applications using a wide range of languages, programs and development tools, analyzing existing business processes to match needs with software development options and making the appropriate recommendations, and managing, developing, and deploying data-driven business applications for the Intranet, Extranet and Internet environments.	20%
3	S	Coordinates and manages projects by supervising staff, assigning, training, directing, monitoring and evaluating staff performance, working closely with business stakeholders to understand project scope and parameters, overseeing and managing software development projects, providing guidance and support to team members through all stages of projects, developing time estimates and budgets and identifying resource requirements, developing implementation plans, goals, objectives, schedules and milestones, communicating and negotiating with vendors, contractors and others as required, overseeing project testing and evaluation, preparing management reports, consolidating requirements from a diverse stakeholder group, and serving as the primary contact between the vendors and the District.	20%
4	S	Maintains technical currency and performs technical research associated with enterprise systems and software development products, techniques and methods.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Computer Science, Computer Engineering, Management Information Systems or a related field.
Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.	
Experience	A minimum of five (5) years of experience with comparable technical system configuration and maintenance, full lifecycle software development and/or SQL development and management, including two (2) years of supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness,



	performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Project Management Institute certification preferred



KNOWLEDGE
<ul style="list-style-type: none"> • Specific software development languages and tools currently required for District technology systems. • Programming interfaces currently required for District technology systems. • Operating system platforms and other software/hardware technologies currently in use by the District. • Software development principles and processes, including object oriented and procedural software development. • Principles and practices of information technology project management. • Methods of determining “best practice” options for business services. • Business operations and procedures. • Generally accepted accounting, payroll and benefits procedures. • Principles and practices of supervision and management.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Plan, organize and direct the work of a technical staff. • Work effectively at a technical level across multiple business disciplines; i.e. Finance and Accounting, Human Resources and Benefits, Material and Inventory Management. • Manage software development, configuration and implementation projects. • Monitor and tune the SAP Servers and Database, monitor, configure and tune the various SAP Applications • Effectively communicate technical solutions. • Ensure the District's Enterprise systems are optimally maintained and supported. • Plan strategically and think creatively. • Prioritize and deal with conflicting workload requirements. • Handle all internal/external contacts with courtesy, diplomacy and tact. • Read and interpret complex policies, professional journals, technical publications and government regulations. • Effectively present information and respond to questions from groups, managers, customers and the general public. • Select, assign, train, direct, monitor and evaluate subordinate staff; initiate disciplinary action as necessary. • Work well with others. • Deal with difficult people and situations.



- Learn District and departmental operating policies, procedures, systems, methods and tasks.
- Gain specific in depth knowledge of MS SQL, SAP R/3 MS .NET , Windows Server
- Learn standard software development tools such as MS Visual Studio .Net, MS Visual Basic, MS Visual InterDev, SQL Server, TSQL, MS Source Safe, and SAP ABAP Workbench, SAP BAPIs and RFCs.
- Learn SAP Basis Administration, SAP Configuration Tool (IMG).
- Learn SQL Server Administration and Development.
- Learn Relational Database Design Techniques / Structured Query Language.
- Obtain project Management Skills.
- Obtain Visio Mastery.
- Maintain technical currency.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; communicating with co-workers
Sitting	F	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	R	
Reaching	O	For supplies; for files
Handling	F	Paperwork; monies
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	
Crouching	O	
Crawling	N	
Bending	O	
Twisting	O	From computer to telephone
Climbing	R	
Balancing	N	
Vision	C	Computer screen
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	R

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.