

## SENIOR ERP PROJECT DIRECTOR, SCHOOL MANAGEMENT SYSTEMS

### DEFINITION

Manages the efforts of District staff and outside contractors and consultants in the planning, implementation, on-going post production support, progress review, and problem solving for a District-wide, large software application system.

### TYPICAL DUTIES

- Oversees the development of training for customers and end users on the new software applications and reengineered business processes.
- Manages the scope, resources, and schedules for all aspects related to the District's large student based integrated enterprise system such as Unified Enrollment (UE) system or the My Integrated Student Information System (MiSiS) platforms.
- Manages the scope, resources, and schedules for all aspects related to the integration of a large student based enterprise system such as Unified Enrollment (UE) system and the My Integrated Student Information System (MiSiS) platforms.
- Plans, implements, and coordinates project activities with other units with the District such as the Division of Instruction, Special Education, School Fiscal Services, and Office of Data and Accountability.
- Provides expert knowledge assistance in software implementation services evaluation and selection and manages contract negotiations with software, hardware, and service vendors.
- Prepares project budgets and develops appropriate fiscal controls.
- Reviews and evaluates resource loaded project plans; monitors project progress via teams' status reports; and determines appropriate actions to ensure delivery of new software releases and other deliverables on schedule.
- Oversees approval of project plans and reviews of suggested scope changes related to enterprise systems.
- Organizes project start-up activities including initiating project infrastructure, coordinating project team logistics and facilities, and coordinating required start-up hardware procurement and installation.
- Reviews and evaluates project deliverables and contractor performance, including advising the District on recommendations made by the contractor concerning system architecture and implementation strategies and plans.
- Prepares regular project-wide status reports and communicates with project sponsors and stakeholders via regular meetings and other methods.
- Coordinates multiple project teams tasked with identifying, defining, and reviewing software functional requirements and reports; business process reengineering such as mapping out and creating procedures guides and facilitating policy development; cleaning legacy data; and converting and interfacing data among the new legacy and permanent peripheral applications.
- Coordinates multiple project teams tasked with rollout activities including workstation readiness and internet connectivity; organizational change management and communication such as facilitating user project participation, adoption of new business processes, and providing timely communication to users and stakeholders; and providing production support.
- Oversees post production support of Unified Enrollment and subsequent system upgrades/modifications and implementations for District student information systems.
- Oversees marketing enrollment campaigns for District Student Instructional programs such as Unified Enrollment E-Choices.
- Selects, assigns, trains, and supervises staff and evaluates staff effectiveness.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Senior ERP Project Director, School Management Systems directs and oversees all activities of assigned staff and consultants during the implementation of a major new software applications system for managing student information.

The Senior Administrator, Enterprise Applications is responsible for all the enterprise applications and other essential student and business applications and advises the Chief Information Officer on the technical strategy pertaining to these systems and services for the division.

A MiSiS Manager plans, defines and develops MiSiS systems strategies and standards; coordinates, manages, and reviews the work of assigned MiSiS development, testing, or production support and project team engaged in analyzing and defining MiSiS system functions, business processes, and user needs.

## SUPERVISION

General direction is received from the Senior Administrator, Enterprise Applications or other high level Information Technology Division administrator, and provides general direction to MiSiS Managers, Technical Specialists, Senior Technical Project Managers and other lower-level managerial and technical personnel and consultants.

## CLASS QUALIFICATIONS

### Knowledge of:

- ERP Implementation Strategies
- School Management Systems such as MiSiS, Unified Enrollment, or Learning Management System (LMS)
- Risk management on large technology projects
- Budgetary planning, management, and cost controls
- Personnel practices and policies
- Principles of training, employee evaluation, and employee relations
- Project management methodology
- Project scheduling
- Application development
- Project change controls
- Request for Proposal (RFP) processes
- Cost benefit analysis, requirements gathering, structured coding, software test development/testing, software documentation, release/configuration control, and supporting software and hardware products

### Ability to:

- Plan, coordinate, and provide leadership in complex activities involving many participants
- Review and evaluate detailed project management plans to ensure tasks are completed on time, within budget, and meet or exceed specifications
- Analyze, interpret, and explain project budgets
- Prepare clear, concise reports and make recommendations
- Conduct meetings and make effective oral presentations
- Resolve conflicts and promote cooperation
- Develop and implement change management plans
- Coordinate training activities for the project team
- Review and evaluate project deliverables
- Manage and evaluate contractor performance

Implement quality assurance efforts for software  
Analyze and interpret technical materials accurately and effectively in written and oral communications  
Stay abreast of current trends and technical advancements  
Be proficient with Microsoft Project, Word, Excel; and familiar with Outlook, Access, and PowerPoint; or similar office productivity tools

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business, public administration, computer technology, or a related field. A Master's degree in Management Information Systems or related field, or a certificate from the Project Management Institute (PMI) or equivalent is preferable.

### Experience:

Six years of experience in professional project management for major enterprise-wide system involving the delivery of a large new Enterprise Resources Planning (ERP) systems such as student data or human capital systems. At least three (3) years of the above must include experience managing modules, either from a functional or technical standpoint in an enterprise-wide system implementation for an organization of at least 5,000 employees.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
1-29-18  
SJ