

## SAP/ERP MANAGER

### DEFINITION

Plans, defines, and develops SAP/ERP systems strategies and standards and coordinates, manages, and reviews the work of assigned SAP/ERP production support and project teams.

### TYPICAL DUTIES

Manages and plans the activities of SAP production support and project teams and coordinates the integration of SAP projects within either the Finance, Procurement, Human Capital Management, Technical, Basis or Portal teams.

Provides expert knowledge and assistance in software implementation services evaluation and selection; and manages contract negotiations with software, hardware, and service vendors.

Defines and develops systems strategies and standards, defines the scope of projects, coordinates project schedules, and monitors performance.

Interfaces with functional unit process owners and users to identify, define, and document operational needs and objectives, current operational procedures and processes, problems, input and output requirements, and levels of systems access.

Coordinates the development and design of new rules and procedures.

Interfaces with users to interpret and clarify complex configuration details and process change requirements involving SAP systems and ERP student systems modules.

Assists in administering allocated budget resources and controls expenditures.

Makes presentations to board members, division heads and other parties to explain and detail on-going and proposed automation activities.

Prepares oral and written status reports on assigned projects.

Manages work efforts between departmental end-users and programming staff in the analysis, design, configuration, testing, maintenance, and quality assurance of SAP system modules to ensure optimal performance.

Reviews feasibility studies conducted by staff and evaluates recommendations regarding requirements for new systems, enhancements or interfaces to existing systems and ensures that the systems design fits the needs of the users.

Provides assistance in training, mentoring, and coaching professional and technical staff on complex matters related to assigned area.

Maintains effective and cooperative working relationships with process owners, administrators, District staff, project consultants, and vendors.

Responsible for all aspects of project management including scope, schedule, risks, quality, project status updates and stakeholder update meetings.

Responsible for ensuring integration with other SAP modules and possible interfaces.

Establishes internal policies that affect the timely and cost-effective development of SAP computer applications system modules.

Directs and participates in liaison and coordination of activities with divisions and other departments including but not limited to: personnel, purchasing, finance, benefits, payroll, budget, job cost, facilities.

Direct accountability for scope and quality of projects under their specific modules.

Manages the development of related training material for stakeholders.

Reviews and evaluates SAP requirement documentation; manages the development of standards for system documentation.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An SAP/ERP Manager plans, defines, and develops SAP systems strategies and standards. They will also coordinate, manage, and review the work of assigned SAP production support and project teams engaged in analyzing and defining assigned SAP system functions and business processes and user needs.

The Chief ERP Director, Business Systems directs and oversees all activities of assigned staff and consultants during the implementation of a major new software applications system.

The SAP Basis Administrator provides technical expertise in the design, implementation, and technical support activities required to maintain a SAP environment; provides SAP technical leadership, and acts as a liaison between functional, ABAP, and infrastructure staff.

## SUPERVISION

General supervision is received from the Chief ERP Director. General supervision is exercised over assigned production support and project teams.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of SAP ERP systems
- Principles of SAP development such as ABAP, Java, Web DynPro architecture
- Principles and techniques of systems analysis, configuration, and testing
- Concepts and techniques of project management including project control, planning, estimating, resource management, and quality assurance
- Federal, State, and local laws, ordinances, codes, and regulations related to financial, procurement, budget, audit, human capital management,
- Principles of program documentation, report and form design
- Principles of SAP methodology for project implementation

### Ability to:

- Plan, coordinate, manage, and review the work of assigned SAP production support and project teams using project management methodology
- Manage and coordinate multiple projects of a complex and technical nature concurrently
- Prepare effective written and oral communications, reports, documentation and presentations
- Develop and document complex SAP operational and technical processes, functions, and procedures
- Analyze complex business problems involving assigned SAP systems
- Interpret and apply applicable rules, laws, and procedures to assigned SAP systems
- Anticipate conditions, plan ahead, establish priorities, and meet project schedules
- Review, evaluate and prepare detailed project management plans and project progress
- Review and evaluate project deliverables
- Motivate, direct, train, and develop teams
- Establish effective working relationships with administrators, staff and project consultants and vendors
- Analyze and interpret technical materials accurately and effectively in written communications, reports, and presentations
- Stay abreast of current trends and technical advancements in areas of SAP systems
- Present and lead discussions on SAP functionality as it relates to operational needs
- Provide leadership and direction to the team as well as manage executive relationships

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized four-year college or university preferably with a major in, business administration, public administration, computer information systems, management information systems, or a related field. Project Management Professional certification desirable.

### Experience:

Five years of recent full-time paid professional-level experience in the configuration, design, development, modification, implementation, or management of SAP Financial, SAP Material Management, SAP Procurement, SAP Human Capital Management with at least three years of which must have been in a supervisory capacity. Public sector experience is desirable.

### 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.
3. Employees in this job class are subject to call at any hour.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

NEW CLASS

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