

MT. DIABLO UNIFIED SCHOOL DISTRICT

DATA AND APPLICATION SYSTEMS MANAGER

SUMMARY DEFINITION

Under the supervision of the Director of Technology and Innovation, ensures the effective and efficient management of the District's Enterprise Resource Planning (ERP) system, document management systems, and other critical business applications. Works collaboratively across District departments to ensure effective planning, implementation, and management of system integrations.

DIRECTLY RESPONSIBLE TO

Director of Technology and Innovation

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Oversees design, testing, documentation, upgrade processes, and training related to the District's ERP, document management and critical business systems. **E**
- Participates in a centralized governance process to ensure effective cross-departmental decision-making and to prevent inconsistencies in handling individual requests and problems. **E**
- Provides analytical and project management leadership, including management of project resources, project scope and issue resolutions, monitoring and control of project priorities, and identification and mitigation of project risks. **E**
- Oversees the continuous review of District business systems and identifies corrective actions necessary for proper system configurations. **E**
- Conducts and oversees testing and data validation activities to ensure that system configurations efforts produce anticipated results. **E**
- Establishes processes to analyze historical personnel and payroll data errors and make necessary corrections. **E**
- Monitors and evaluates the outcomes to ensure that end users move forward with integrating current and new processes and procedures in order to produce accurate data. **E**
- Exhibits internal project management skills that enable staff members to increase their depth of knowledge and begin to build their own project management skills sets.

- Establishes, manages, and communicates systems of user and technical documentation. **E**
- Identifies necessary improvements, customizations, workflows, and process improvements, and identifies, recommends, and manages internal and external resources to achieve these improvements. **E**
- Liaises with vendors as necessary regarding management and technical processes. **E**
- Oversees and coordinates system upgrades as necessary. **E**
- Contributes to the development and management of District and department data security and data privacy processes and policies. **E**
- Provides daily direction and mentoring to team members and technical leaders. **E**
- Maintains knowledge of developments in the area of systems and technology to assure the new developments in technology field, best practices, industry standards and security are considered and incorporated into current and future systems where applicable. **E**
- Participates in the selection and management of high-level vendors; participates in the development and administration of vendor contracts.
- Meets, as required, with other agency information technology departments to discuss problems associated with equipment and/or software products and to keep current with the latest developments in the field.
- Contributes to the development and management of budgets.
- Interprets and communicates work procedures and company policies to staff; communicates with other Departments and Managers to resolve problems and expedite work. **E**
- Plans and leads technical, stakeholder, and other meetings and manages projects generated by those meetings. **E**
- Organizes, participates and attends meetings when appropriate. Plans, directs and manages the activities of technical and non-technical staff within the department of information technology as assigned. **E**
- Performs other duties as required and assigned.

Qualifications

Knowledge and Experience

- Knowledge of current developments in the area of enterprise resource planning (ERP), integrated personnel, fiscal and payroll systems, and information systems commonly used in school districts.
- Knowledge of technology project management principles, including Project Management Institute (PMI) best practices as outlined in the Project Management Body of Knowledge (PMBOK).
- Knowledge of database structures and database management.
- Knowledge and experience with SQL is highly desirable.
- Highly skilled and knowledgeable in using ERP systems, personnel, fiscal and payroll integrated systems.

- Ability to take initiative, work independently, and exercise good judgment.
- Ability to analyze data and situations, identify problems, reason logically and develop conclusions and effective solutions.
- Knowledge of Federal, state, and local laws and regulations, as well as District policies and procedures, or the ability to obtain this knowledge.
- Knowledge of systems analysis and design.
- Interpersonal skills using tact, patience, and courtesy, including the ability to establish and maintain effective working relationships with staff and department users and other District stakeholders.
- Ability to communicate clearly, concisely, and professionally, orally and in writing.
- Attention to detail, conflict management, organization, scheduling, time management, good business acumen and customer relationship management.
- Ability to manage multiple projects simultaneously.
- Proficient in common productivity software, such as Excel, Word, PowerPoint, Access, Google tools.
- Recordkeeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of modern office practices, procedures, and equipment.

Education and Experience

Must possess the following requirements or the equivalent for each of the items:

- Experience and formal training in computer science, accounting, business administration, management information systems or related field. This may typically be acquired through a Bachelor's degree, industry certifications, and/or a combination of professional training or experience in relevant fields.
- Experience in directing/supervising the work of others is desirable.
- Must possess a valid California Driver's License.

Working Conditions

Office environment, driving a vehicle to conduct work. Though accommodations may be required, must possess the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

Range 25

Pending board approval: January 19, 2022