Executive Director, Enterprise Applications

Purpose Statement

Under the direction of the Assistant Superintendent, Information Technology Services, the Executive Director, Enterprise Applications, directs, plans, coordinates and leads the Enterprise Applications team; provides strategic and operational direction for enterprise-wide business data applications, web-based technologies, Mobile, PeopleSoft applications and Business Intelligence; ensures successful user experience (UX) for applications and oversee successful quality assurance (QA) and release management; and supervises professional and technical assigned personnel.

Essential Functions

Duties may include, but are not limited to the following:

- Oversees development and supports activities for enterprise-wide business data applications, web-based technologies, Mobile, and PeopleSoft (HCM, Finance, Hyperion and other modules) applications.
- Plans and manages enterprise applications projects, overseeing functional and technical aspects of the implementation effort using effective project management techniques.
- Establishes service management governance, procedures and standards for application development and support to ensure consistent, quality releases.
- Partners with the cyber security team and application development teams to proactively reduce the technological risks in the environment.
- Establishes and maintains relationships with stakeholders to build an applications roadmap that is responsive to the business vision, goals, and overall strategy of the SDCOE.
- Establishes and refines goals, performance, and accountability measures to ensure staff are meeting timelines, working efficiently, and providing high levels of service delivery.
- Provides leadership in streamlining the technology stack required for application development.
- Coordinates information management, business continuity planning, quality assurance, user feedback, document library and collaboration across Integrated Technology Services.
- Manages relationships and negotiations with vendors for enterprise applications.
- Represents SDCOE in meetings and conferences as appropriate.
- Champions a culture of continuous improvement, accountability, positive team dynamics, and cross-functional collaboration.
- Performs personnel administrative functions (e.g. recruiting, interviewing, hiring, training, supervising, evaluating, disciplining, recommending termination, providing professional development, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions;

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications;

Planning and managing projects and programs;

Overseeing program financial activities;

Developing effective working relationships;

Preparing and maintaining accurate records;

Administering personnel policies and procedures.

Strong problem-solving, leadership, team building, and organizational skills.

KNOWLEDGE of principles, practices, techniques, capabilities, and limitations of Enterprise Resource Planning (ERP) system management for administrative, business, and academic functions including function, structure, systems analysis and integration, application design, security protocol, and hardware and software options;

is required to review and interpret highly technical information;

Write technical materials, and/or speak persuasively to implement desired actions;

Analyze situations to define issues and draw conclusions;

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Enterprise Resource Planning systems (ERP) including financial/accounting, procurement, payroll, and human resource systems;

Project management tools and techniques for multi-vendor and multi-platform computer systems;

Project accounting and resource allocation techniques;

Project risk management and mitigation techniques;

Public sector procurement regulations, staffing regulations and accounting principles and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events;

Customer service focus with an emphasis in problem solving and resolution;

Demonstrated ability to articulate complex issues, plans and concepts to diverse populations, including executive management;

Flexibility is required to independently collaborate with others in a wide variety of circumstances and teamwork;

Analyze data utilizing defined but different processes;

Operate equipment using a variety of standardized methods;

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes;

Utilize a variety of types of job-related equipment;

Independent problem solving is required to analyze issues and create action plans;

Problem solving with data frequently requires independent interpretation of guidelines;

Problem solving with equipment is moderate to significant;

Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating effectively orally and in writing;

Working effectively independently and collaborating with teams;

Resolving disputes and diffusing tension;

Establishing and maintaining effective working relationships;

Meeting deadlines and schedules;

Working with multiple projects, frequent interruptions, and changing work priorities;

Working with detailed information/data and maintaining accurate records;

Making presentations;

Maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Ten (10) years' experience managing complex computerized business operations. Experience must include increasingly responsible management level responsibilities for an organization-wide enterprise applications development and support with five (5) years leading complex IT applications projects in non-profit/higher education environment.

Demonstrated experience in full life-cycle project settings for enterprise-wide Oracle PeopleSoft implementation with Oracle PeopleSoft Budgeting, Financials, and Human Resources.

Demonstrated experience with mobile application development and user experience and quality assurance methodologies.

Education: Bachelor's degree in public administration, computer science, technology management, systems engineering, information technology or related field.

Equivalency: Education and experience equivalent to: a bachelor's degree in public administration, computer science, technology management, systems engineering, information technology or related field and ten (10) years' experience managing complex computerized business operations. Experience must include increasingly responsible management level responsibilities for an organization-wide enterprise applications development and support with five (5) years leading complex IT applications projects in non-profit/higher education environment.

Required Testing	Certificates
N/A	Valid CA Driver's License
	Project Management Professional Certification (PMP) or Certified Scrum Master preferred

Continuing Educ./Training	Clearances
N/A	Criminal Justice Fingerprint/Background Clearance
	Drug Test
	Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 056

Personnel Commission Approved: October 19, 2016

Revised: 1/18; 10/19