

Director of Information Systems

New Hanover County

Schools Job Description

Class: Administrative

Division: Human Resources

TITLE: Director of Information Systems

- QUALIFICATIONS:**
1. Bachelor's degree in Computer Science, Information Systems, Business or related field (or equivalent combination of education, training and experience.)
 2. Five or more years' experience in information systems management.
 3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Chief Financial Officer and Assistant Superintendent of HR

JOB GOAL: Information Systems Administration to include management of master files, roles, user views, data control, reporting, and data integrity with a priority focus on current ERP system integration. Also responsible for coordination of analysis, design, development, testing and training.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Provide organizational leadership for ongoing system implementation in coordination with Finance and Human Resources and Tyler Implementation Team.
3. Direct supervision of Finance System's Specialist and supervision of HR System's Specialist in the management of user access and roles.
4. Monitor system operations to ensure uninterrupted service. Take steps necessary to ensure system security and data integrity are implemented with fidelity, properly protected against threat.
5. Coordinate interfaces with information systems including ERP provider and third-party vendors as necessary.
6. Responsible for systems' reporting to DPI, in consultation with key users.
7. Organize trainings and promote the use and education of Finance and HR related systems, including ERP, across the organization.
8. Coordinate and provide timely and professional user support and assistance.

9. Coordinate system training as needed.
10. Assure program modifications/upgrades are properly tested through coordination of testing with key users, including preparation, review and maintenance of test scripts.
11. Communicate all system issues, including ERP, issues or changes with Finance and HR Leadership Team and key users.
12. Perform related duties and responsibilities as required by the Chief Financial Officer and Assistant Superintendent of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Central Office Administrator SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Interpersonal and Communication Skills - Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Analytical Skills
- Leadership and Project Management Skills
- Knowledge of ERP Systems, with specific knowledge related to rules and regulations of school finance and human resource management.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.