Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2024**

Job Title:	**ERP/Business Application Programmer**	Job Code:	**090526**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L13**
Typical Work Year:	**12 months**		

SUMMARY: Reviews, analyzes, and modifies the business systems/applications including encoding, testing, and debugging to support the organization's Enterprise Resource Planning (ERP) applications. Develops and maintains business systems solutions/applications to meet business requirements and improve efficiency. Ensures that business applications can be completely integrated into the ERP system. Designs and develops application tables, reports, and new modules to improve system efficiency. Supports existing business applications and researches the potential and integration requirements for enhancements through design, coding, and modifying specifications. Utilizes programming, scripting, or database language to produce efficient code. Provide support to ERP Business Application production infrastructures, collaborating with customers, analyzing and solving complex technical problems, executing on production change management requirements and providing technical services to solve root cause of break/fix incidents and cases will be essential. Develops and maintains technical documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Reviews, analyzes, and modifies the business systems/applications including encoding, testing, and debugging to support the organization's Enterprise Resource Planning (ERP) applications.	D	25%
2. Supports existing applications and researches the potential and integration requirements for enhancements through design, coding, and modifying specifications.	D	25%
3. Ensures that business applications can be completely integrated into the ERP system. Designs and develops application tables, reports, and new modules to improve system efficiency.	D	15%
4. Work closely with HR, Finance, and Payroll teams, IT personnel, and vendor support to address complex issues and ensure effective collaboration.	M	15%
5. Manage and prioritize support tickets related to ERP Business Applications, tracking and documenting issues from identification to resolution.	D	10%
6. Maintain comprehensive documentation of system configurations, changes, and issue resolution procedures to create a knowledge base for future reference.	M	5%
7. Develops and provides system, processes and/or program training for users as needed.	Q	3%
8. Evaluate new software solutions.	Q	3%
9. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in Computer Science or related major. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of eight (8) years of experience in ERP systems support.
- Minimum of eight (8) years of experience in systems analysis and programming methodologies.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Advanced knowledge of client-server technology, RDBMS, and ERP systems.
- High level of analytical and problem solving skill.
- Experience with cutting leading edge technologies.
- Advanced knowledge of SQL dialect and relational database theory.
- Ability and willingness to learn new systems and technologies quickly.
- Good communication and interpersonal skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.

- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- PC and related software applications.
- Advanced knowledge of servers, mainframes and networks.
- Familiarity with general office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Info Governance, Risk/Compliance & Business Applications	090537

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	