



Classification Description

Job Title:	Director, Enterprise Application Systems	Pay Grade:	Administrator
Division:	Administrative Services/ Enterprise Application Systems	FLSA Status:	Exempt
Reports To:	Vice President, Administrative Services	Job Code:	3093

Job Purpose

This position is primarily responsible for the effectiveness and oversight of all applications that are used College wide. Responsibilities include leading the process to plan, develop, implement and maintain Enterprise Applications.

General Responsibilities

Essential Functions

Publishes and distributes written plans for all Edison College enterprise application projects. Regularly communicates the project status to project sponsors and affected operational management.

Develops and maintains annual budget for the Enterprise Application Systems area.

Ensures strategic adoption of best practices to align Enterprise Applications with strategies of the College.

Develops annual project implementation plans and charts future projects to present to Executive cabinet.

Partners with executives and departmental leaders to determine and ensure optimal design, development, implementation and management of Enterprise Applications.

Conducts meetings with Executives and departmental leaders to determine how the systems can be used to support the goals and objectives of Edison State College.

Negotiates contracts with vendors to purchase and support Enterprise Applications

Oversees the designs and development of solutions to streamline business processes, provide integration to third party applications and perform daily operations of the College.

Supervises, hires, evaluates and leads all Enterprise Applications staff members.

Director, Enterprise Application Systems

Designs and develops reporting strategies for the information systems, including federal and state reporting

Leads the implementation of upgrades and modifications of Enterprise Systems; including evaluating, planning, testing, and migrating the upgrades.

Approves all version changes and modifications to Enterprise Applications prior to production.

Provides training and assists with the operation, integration, troubleshooting, and maintenance of Banner modules and related external applications.

Assigns EAS staff members to assist user departments with reporting, extracting, and repairing data in the Banner Oracle database using tools such as Crystal Reports or similar reporting tools, PL/SQL, MS Access, Excel, and SCT Workflow.

Supervises continuous system training for user departments to enhance knowledge of software applications and emerging technology.

Works with staff to develop and complete individual professional development plans.

Participates in the preparation and development of Enterprise Application Systems policies and procedures.

Oversees performance of Banner applications to ensure functional systems effectiveness.

Ensures that the department's Enterprise Systems documentation library and modification documentation is current.

Performs reporting and data extraction for the Executive team.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree in Information Technology or related field from a regionally accredited institution of higher education.

Five years (5) of full time professional work experience using or supporting academic administrative application systems, including experience leading a team of senior technology specialists.

Preferred Qualifications

Master's degree from a regionally accredited institution of higher education.

Full time professional work experience in higher education.

Technology Competencies

Demonstrated experience using or managing SCT Banner applications, SQL scripting, and Microsoft Office applications. Experience with MS Project.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental: Normal general office
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: February 24, 2012.