

DIRECTOR, ERP PROGRAMMING

GENERAL STATEMENT:

The Director of ERP Programming supervises, supports, designs and participates in development of information system software solutions from concept to implementation for TVCC.

REPORTS TO:

Associate Vice President of Information Technology

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in Computer Science or related field

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Candidate should have a minimum of two (2) years of experience in software architecture, software engineering, systems analysis, relational database design, or a directly-related field.

OTHER:

- Experience in business-related gathering and analysis.
- Requires knowledge of general business concepts and accepted standards.
- Requires strong understanding of information processing principles and practices.
- Should have understanding of how to connect and interface with SQL, XML and DB/2 databases.
- Requires knowledge of COBOL, CL, SQL. Preferred proficiency in some or all of the following: ASP, ASP.NET, VB.Net, C#.Net, Linq, and JavaScript.
- Should have knowledge of DB/2 Web Query reporting tool. Knowledge of Crystal Reports preferred.
- Experience with the system used to house the college's ERP is preferred.
- Experience with LegaSuite and ACOM products is preferred.
- Must possess exceptional analytic, conceptual, and problem-solving abilities.
- Must have superior oral and written communication skills.
- Must demonstrate ability to establish and maintain an effective working relationship with College administrators and faculty.

DUTIES AND RESPONSIBILITIES:

- Establish programming standards for Administrative Computing Services.
- Exercise supervision over ERP programming staff and student employees assisting in day-to-day activities.
- Manage programming staff, including mentoring, recruitment, supervision, scheduling, development, evaluation and disciplinary actions.
- Provides performance feedback and assists employees with plans for development and training.
- Analyze existing operations and make recommendations for the improvement and growth..
- Actively participate in analysis, design, development, implementation and maintenance of the physical database design in support of the organization's administrative information technology requirements.
- Coordinate with administrative offices to define business requirements for complex systems and development regarding any modifications or additions to existing software or procedures.
- Design, write and maintain special purpose software solutions in support of the organization's administrative information technology requirements.
- Interact with non-administrative areas of college to determine needs, then design integrated software solutions to meet such.

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- Provide supervision and assistance during the implementation of integrated systems.
- Participate in all phases of the systems development life cycle (planning, analysis, design, coding, testing, implementation, maintenance).
- Design and execute test plans.
- Conduct research, evaluate, and recommend software technologies that will aid TVCC in more effective development of new Administrative Computing Services applications.
- Responsible for web-enablement of legacy programs.
- Monitor email and service desk software for user requests. Provide assistance to users as needed.
- Coordinate and lead training sessions for users of web-enabled legacy programs.
- Responsible for building ERP Programming portion of the Administrative Computing annual budget.
- Responsible for annual evaluation of subordinate employees.
- Assist in the operation of Administrative Computing Services as needed.
- Other additional duties as assigned by the Associate Vice President of Information Technology.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to work outside normal business hours in emergency situations.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 1/27/2015

Revised: 4/6/2015