

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION OUTLINE

JOB TITLE: ENTERPRISE RESOURCE PLANNING MANAGER  
PAY GRADE: P-14  
OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for managing all operations of the college ERP (Enterprise Resource Planning) software/database system: planning, evaluation, purchase, installation and reliable operation of all student information system, human resources, financial operations, and data warehousing software. Responsible for supervising system programmers, system analysts, database administrators, report writers, data support staff.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelors' degree from an accredited college or university required, with emphasis in Computer Sciences. Master's degree from an accredited college or university is preferred.
2. Years of experience in field: Five years of full time experience required in all aspects of student information systems, human resources software, financial operations software, and data warehousing software.
3. Special skills or abilities related to position: Must possess good oral and written communications skills. Experience with UNIX, Informix databases, SQL, CSP, QMF, COGNOS, and VM/VSE preferred. Experience in the Florida Community College System preferred.

### ESSENTIAL JOB FUNCTIONS:

1. Determine the requirements for the planning, budgeting, development, implementation and assessment of the college-wide ERP, data warehouse and other enterprise system interfaces.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Facilitates the creation and implementation of plans, policies, procedures, processes, and strategies for the college-wide ERP, data warehouse and other enterprise system interfaces.
3. Provides supervision and management of assigned staff, including hiring, training, managing, establishing projects and resource priorities.
4. Serves on college committees, advisory groups and other organizations internally and externally to the college as required.
5. Ensures compliance with licensing, and state and federal regulations related to the college-wide ERP, data warehouse and other enterprise system interfaces, software, and services.
6. Oversees all aspects of Enterprise Application Services, including administration, planning, technology evaluation and selection, implementation, and maintenance.
7. Collaborates with other Information Technology areas and other College constituencies to assess functional needs, and propose and implement timely, cost-effective, and innovative solutions.
8. Manages, maintains and supports the college-wide ERP, data warehouse and other enterprise system interfaces to ensure minimal downtime and loss of productivity and service.
9. Manages direct reports to promote teamwork and to develop professional and technical qualities necessary in order to meet the goals and objectives of the department, the Office of Information Technology, and the College.
10. Manages all managerial/supervisory related tasks for direct reports including, but not limited to performance evaluations, disciplinary actions, and professional development opportunities.
11. Performs other duties as required.

(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 marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

PHYSICAL DEMANDS (Continued):

- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Associate Vice President – Information Technology