



Job Description

Job Title: Senior Project Mgr.-ERP Business Integration

JTC: CCN

Salary Range: N09

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

A hands-on role playing a key part in the upcoming multi-year, multi-million dollar ERP implementation. This position is responsible for Identifying and documenting work flow processes or integration work streams at an appropriate level of detail and in a consistent format across departments streamline existing processes to increase process efficiency and to educate stakeholders and constituents on Business Process terminology, modeling, symbols, and workflow process documentation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to lead teams in the delivery of project(s) that span across one or more business units. Ability to manage resources, schedules, financials and adhere to control guidelines throughout the system development life cycle. Ability to manage issues, risks and project change requests to ensure successful and on-time project delivery. Able to contribute to process improvement initiatives as it relates to improving project delivery. Ability to research best practices within and outside the organization to establish benchmark data and use continuous process improvement disciplines to achieve results.

Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple business and technology organizations. Proven ability to work creatively and analytically in a problem solving environment demonstrating teamwork, innovation and excellence. Experience managing various project and program team sizes, including internal and external resources.

Ability to coordinate projects on a day-to-day basis. Able to build and maintain relationships by engaging business leaders to establish credibility, solve problems, build consensus and achieve objectives. Experience working both independently and in a team-oriented, collaborative environment. Supports diverse and inclusive work environments.

Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem solving capabilities. Adept at conducting research into project-related issues and products. Ability to influence and spur change, facilitate and enhance performance within a cross-functional environment. Must be able to learn, understand and apply new technologies.

Excellent leadership, communication (written, verbal and presentation) and interpersonal skills. Ability to explain technical information to individuals with varying levels of technical knowledge. Self-



motivated, decisive, with the ability to adapt to change and competing demands. Able to provide exemplary customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus five (5) years of relevant experience applying established workflows to ERP software solutions such as Colleague, Banner, or other ERP systems. Current Project Management Professional (PMP) certification required. Official transcript/certification required. Must have valid Texas driver's license for off-site travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for overseeing and performing enterprise resource planning (ERP) business integration, system assessment, and functional requirements gathering for the current state integrations. Analyzes and develops functional documentation detailing the integration and system performance including metrics, testing, validation and acceptances. Ensures integration meets system compliance, and/or other applicable specifications. Ensures compliance with organizational and DCCCD policies/procedures. Researches and identifies industry trends and best practices through professional development activities.

Manages the integration of ERP into existing network infrastructure, systems and software throughout the enterprise. Analyzes documentation and technical specifications of ERP and develops/monitors key performance indicators for operational excellence. Monitors integration activities to ensure adherence to system, quality and programming standards, assure financials are tracked, timelines are met and desired results achieved.

Builds and maintains effective working relationship with diverse internal/external stakeholders and constituents within the DCCCD network community to ensure successful implementation and integration of ERP technology into the business environment. Works with IT team members to coordinate the implementation of guidelines and procedures to ensure system security and to ensure appropriate transition of project activities. Collaborates with vendors to drive project completion.

Evaluates results of integration projects, report and make recommendations based on findings. Ensures financials are tracked, completion dates are met and desired results are achieved. Manages risk by routinely identifying, assessing, and developing mitigation plans for events that could impact the success of the project and program.

Utilizes excellent communication, interpersonal and problem solving skills to effectively communicate with diverse internal/external stakeholders and constituents within the DCCCD network to meet the changing needs of the business. Recommends staffing levels to ensure proper integration of activities. Provides excellent customer service.



Must complete required DCCCD Professional Development training hours per academic year. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.