



Job Title: Coordinator – Enterprise Resource Planning

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 4

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

DEC 14 2021

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist the staff in the discharge of their responsibilities by providing analysis, appraisals, customization, and implementation of the enterprise resource planning (ERP) software and ancillary systems.

ESSENTIAL JOB FUNCTIONS

- Interprets and explains complex federal, state, and local laws.
- Plans, organizes, and coordinates training workshops for school level and District level personnel.
- Reviews, revises, and maintains policy manuals in subject area content.
- Plans and carries out assigned projects, selecting the approaches and methods to be used in solving problems.
- Prepares complete and accurate reports, complex statements, data files, and forms.
- Consults with Information Technology department on technical matters related to automated systems.
- Provides workflow for electronic forms and ERP systems.
- Answers inquiries pertaining to policy, procedure, record keeping, reporting, and internal controls.
- Disseminates information and current research to appropriate personnel.
- Responds to inquiries or concerns in a timely and courteous manner.
- Attends state and regional meetings to keep well informed about current trends and best practices.
- Participates in the development of annual goals and objectives of the department.
- Promotes and supports the professional growth of self and others.
- Provides technical assistance.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment actions.
- Serves on District, state, or community committees as assigned.
- Initiates and leads implementation teams concerning ERP systems.
- Prepares routine reports in a timely and accurate manner.

- Consistently represents the District in a positive and professional manner.
- Provides data to supervisor and makes knowledgeable recommendations based on the data.
- Provides leadership and direction for assigned areas of responsibility.
- Utilizes proactive leadership in identifying potential problems.
- Utilizes appropriate problem-solving strategies.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor’s Degree in area of specialty/support or Information Systems from an accredited educational institution.
- Five (5) years of governmental experience in area of specialty/support or management information systems with an emphasis in ERP systems analysis.
- Prefer current or prior experience in working with Skyward and/or Kronos ERP systems.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to lead teams and assigned personnel.
- Requires the ability to display knowledge of principles, theories, and methods for the area of specialty/support.
- Requires the ability to analyze, test, and provide ongoing support of ERP systems.
- Requires the ability to display a basic understanding of sound business management.
- Requires the ability to display knowledge of state and federal laws and School Board policies.
- Requires the ability to display knowledge of automated software systems and basic hardware and software applications.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to perform analysis of auditing reports and records in a timely and accurate manner.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

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WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

Date of Board Approval: December 14, 2021, effective December 15, 2021

DEC 14 2021

Date of Revision:

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY