



To ensure high availability of the ERP systems and to work with operational staff to achieve high availability.

To work outside vendors to procure resources as needed to support state wide systems.

To oversee staff that support other system that support ERP systems such as other financial reporting systems that may integrate with states ERP system.

To work with security, operational and administrative staff in day to day operations. Work with security, operational and administrative staff to develop formal procedures to manage the databases.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques required in the administration of enterprise resource management systems which include financial, procurement/purchasing, grants, human resource, recruitment and other related ERP modules; the ability to communicate effectively, written and orally across multiple state agencies and other government entities; the ability to maintain and adhere to best practices as described in ERP systems; and the ability to oversee staff engaged in the administration and customizations of large scale ERP systems; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college, university or an accredited technical school of recognized standing including or supplemented by successful completion of advanced courses in computer science or closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible position in the oversight of enterprise resource management systems (ERP).

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 10, 2013