SENIOR ADMINISTRATOR, ENTERPRISE APPLICATIONS

DEFINITION

Directs the strategy, development, implementation, maintenance and support of multi-platform software-based solutions for the Information Technology Division.

TYPICAL DUTIES

Directs the development and implementation of the District's information technology multi-platform software-based solutions' strategies and ensures that practices and procedures adhere to federal, State, and Education Code regulations and guidelines.

Directs the identification of new and emerging technology products and equipment and ensures that the implementation of products and equipment into the District's technology environment is successful with minimal disruption to district operations.

Directs the conversion of existing web-based software applications to mobile-based applications to increase accessibility.

Directs the design and engineering, implementation, management, and support of the District's software environment and develops solutions to improve efficiency and productivity at district schools and offices.

Establishes the District's software design policies and standards ensuring consistency and uniformity.

Directs the technical reviews of IT Projects to ensure adherence to applicable policies, standards and practices.

Advises the Chief Information Officer on complex technology projects and initiatives that affect the District.

Collaborates with vendors to define the external products' roadmaps to support the District's education and business goals.

Collaborates with division executive leadership and provides oversight over standards for enterprise architecture, evaluation of proposed technology products, and prioritizes and implements technology projects impacting schools and offices based on complexity, risk, and necessity.

Collaborates with the Project Management Office to review and evaluate recommendations for new projects and modifications to the District's software environment, which could impact the performance of the district software applications and IT services provided to schools and offices.

Develops technology contingency plans for district sites in concert with Disaster Recovery/Business Continuity (DR/BC) to ensure the District's software environment and data are sustained in the event of an emergency.

Confers with the Project Management Office to identify and evaluate trends across the District relative to software technology implementation challenges and advises on the identification, development and deployment of resolutions based on industry standards and best practices.

Builds and maintains relationships with senior leadership level business owners and provides transparency to enhance understanding of business objectives and ensure customers' needs are met.

Provides status reports and accountability for all enterprise business applications to the Chief Information Officer (CIO) and the IT Project Management Office.

Sets expectations for project and operational teams and reports on progress towards business objectives.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Administrator, Enterprise Application is responsible for the all enterprise applications and other essential student and business applications and advises the Chief Information Officer on the technical strategy pertaining to these systems and services for the division.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function.

The Senior Director, Information Systems is responsible for the implementation of a new enterprise system for student and school data, expansion of the data warehouse, and maintenance of all data systems. This includes managing processes, people, and budgets.

SUPERVISION

Administrative direction is received from the Chief Information Officer and exercises administrative direction over the Senior Director, Information Systems and other management and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Application Lifecycle Management Theories
Application Development and Management Methodologies and practices for multiple platforms
Project management methodology
Service Desk Systems
Budgetary planning, management, and cost controls
Procurement procedures and practices
Risk management for large scale technology projects
Personnel practices and policies
Principles of training, employee evaluation, and employee relations
Forecasting and resource planning techniques

Ability to:

Identify technology needs based on District objectives and value
Analyze and interpret materials and problems involving rules, procedures, documentation, and related matters
Develop, plan, and implement short and long-range goals
Monitor, analyze, and forecast system resources and plan for future growth
Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives
Review and evaluate detailed project management plans to ensure tasks are completed on time, within budget, and meet or exceed specifications
Prepare clear, concise reports and make recommendations
Conduct meetings and make effective oral presentations
Resolve conflicts and promote cooperation
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers, and the general public
Conduct meetings utilizing consensus building techniques and make effective presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree in engineering, computer science, information technology, or a related field. A Master's degree in management

information systems, computer science, business or public administration, or other closely related field is highly preferable.

<u>Experience</u>:

Six years of executive or management level experience in one of the below options listed:

Product management, enterprise resource planning (ERP), and business application project/program development, including management of a large portfolio of projects and/or systems or business systems architecture (Information/Data) for a large organization with at least 10,000 employees. Three years of the aforementioned experience should include work in at least 3 of the following areas: project management, business analysis, application development, application support, business intelligence, or application integration.

or

Product management, enterprise resource planning (ERP), and student application project/program development, including management of a large portfolio of projects and/or systems or business systems architecture (Information/Data) for a large organization with at least 10,000 employees. Three years of the aforementioned experience should include work in at least 3 of the following areas: project management, business analysis, application development, application support, business intelligence, or application integration.

<u>Special</u>:

A valid California Driver License
Use of an automobile

SPECIAL NOTES

1. Senior Management classification.
2. An employee in this class is subject to call at any hour.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
06-20-16
PJO