



Job Description

Job Title: ERP Systems Analyst
Position Code: 1E45, AE45
Job Classification: Exempt

Supervisor: Supervisor II, Payroll &ERP
Pay Grade: 42S
Contract Length: 245 Days

Job Summary

Position is responsible for providing system administration and 24/7 maintenance/support for the school division's financial/HR/PR ERP system supporting mission critical functions including Payroll processing/check printing, EFT file generation/transmission and backup of all content management files/images associated with the system. Also manages and supports Student Activity Fund and Print Shop Oce systems, teacher recertification database, archived HR/PR database, and related web services for these systems.

Essential Duties

1. Manages and maintains the 24/7 operation of the Business Office server room, onsite ERP-related system hardware and peripheral components including Windows servers and enterprise class battery backup system; installs new or reconfigures existing servers and configures hardware, peripherals, services, settings, directories, and storage.
2. Serves as financial/HR/PR ERP liaison for MUNIS ASP support staff for remote access, software issues, patches/updates, server software/hardware requirements, ftp transmissions, security, and other support issues.
3. Provides system support for payroll/accounts payables check payments cycles and printing of checks; supports transmission of bank files; manages the scheduling, storage, relay and delivery of employee payroll and vendor check advices.
4. Provides technical/functional support for the financial/HR/PR ERP system; provides technical support and manages web services for Student Activity Fund system, Print Shop Oce system, teacher recertification database, and archived HR/PR database; schedules/monitors nightly backup and coordinates offsite backup data storage.
5. Provides system administration support for NNPS Business Office Windows sub-domain including user account creation, authentication, and maintenance.
6. Creates, schedules execution of, and maintains SQL Server scripts and DTS packages as needed for conversion and import of 3rd party data into MUNIS system.
7. Installs and configures MUNIS/Tyler Content Manager/Crystal Reporting Services software/utilities on client; diagnoses and resolves MUNIS/Tyler Content Manager/Crystal Reporting Services software, performance, and printing issues.
8. Develops reports using Crystal Reporting Services as needed; provides division-wide Crystal Reports support.
9. Develops, documents, and maintains system standards, installation and configuration procedures.
10. Serves as the backup to the financial/HR/PR ERP system administrator.
11. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Director II of Purchasing or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in computer science, management information systems, or related field, and considerable related experience in integrated financial/HR/PR ERP systems (experience in Tyler MUNIS ERP preferred), management/administration of Windows Server 2003, MS SQL Server 2000 and/or SQL Server 2005, IIS Server, TCP/IP networking configuration, and peripheral or integral disaster recovery systems. Experience with CA BrightStor Backup Exec or ARCserve Backup preferred. Must have experience in one or more scripting/programming languages (experience in Transact SQL preferred.) Must have demonstrated experience in report writing utilizing Crystal Reporting Services. Must have experience in project planning, implementation and management. Must have experience in writing and maintaining system documentation and specifications. Must possess the ability to conduct training and explain technical material to users. Must possess sound analytical, organizational, and communications skills. Must demonstrate the ability to work well with others.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor II, Payroll & ERP

This job description in no way states or implies that these are the only duties to be performed by this employee. The ERP Systems Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Payroll & ERP, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____