

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Enterprise Business System (EBS)

Purpose Statement

The job of Executive Director, Enterprise Business System (EBS) is done for the purpose/s of planning, coordinating and managing the county-wide enterprise business system that includes, but not limited to, financial, accounting, payroll, and human resource functions.

Essential Functions

- Acts as a key resource for assigned units for the purpose of providing advice and support when needing assistance in resolving issues, change management and project management.
- Collaborates with internal and external personnel (e.g. administrators in the various County Office departments, school district business and human resources department staff, systems analysts, systems technicians, etc.) for the purpose of coordinating activities and programs, resolving issues and conflicts, and exchanging information.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel for the purpose of moving the County Office and its districts toward a shared and defined vision for creating a successful enterprise business system within each district.
- Establishes procedures and protocols for a variety of operations (e.g. configurations, system functionality customization, output validation, etc.) for the purpose of providing written reference and/or conveying information for successful monitoring and maintenance of services.
- Facilitates and participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information, identifying and developing recommendations, providing training, and supporting other staff.
- Monitors systems for data collection, coding and analysis for the purpose of continuously capturing user requirements, mapping and tracking them through to system specifications and configurations as additional needs develop.
- Oversees the continual migration and convergence of various special systems within the facilities and throughout the County's enterprise for the purpose of ensuring the efficient growth and development of productivity for staff, district administrators and Board members.
- Performs personnel administrative functions (e.g. recruiting, interviewing, hiring, training, supervising, evaluating, disciplining, recommending termination, providing professional development, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Presents information on a variety of topics related to administrative responsibilities (e.g. overview of services, policies and procedures, etc.) for the purpose of providing general information, training and staff development, implementing actions, etc.
- Responds to issues involving staff, conflicts in policies and regulations, data integration, compatibility support, etc. for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as liaison with PeopleSoft consultants, school district business personnel, etc. for the purpose of providing leadership and support in the maintenance of a unified, efficient, and fully integrated enterprise business system.

- Tracks system and project status for the purpose of providing progress reports and planning updates for various stakeholder groups.
- Directs organizational change management to support business process change to maximize the functionality of the EBS system, with the intent of improving and enhancing organizational efficiency.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Enterprise Resource Planning systems (ERP) including financial/accounting, procurement, payroll, and human resource systems; project management tools and techniques for multi-vendor and multi-platform computer systems; project accounting and resource allocation techniques; project risk management and mitigation techniques; public sector procurement regulations, staffing regulations and accounting principles and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment.

Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating effectively orally and in writing; working effectively independently; resolving disputes and diffusing tension; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; making presentations; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Ten (10) years experience managing complex computerized business operations. Experience must include increasingly responsible management level responsibilities for an organization-wide business operation.

Education Bachelors degree in public administration, technology management, systems engineering, information technology, or related field from a regionally accredited institution of higher learning.

Equivalency Any combination of education and experience equivalent to a bachelors degree in public administration, technology management, systems engineering, information technology, or related field from a regionally accredited institution of higher learning and ten (10) years experience managing complex computerized business operations. Experience must include increasingly responsible management level responsibilities for an organization-wide business operation.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Fingerprint Background Check

FLSA State: Exempt

Salary Range: Classified Management, Grade 56

Personnel Commission Approved: October 19, 2016

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