

**RANGE N07**

**JTC NO. TPV  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: ERP/Software System Specialist**

**DATE PREPARED: Fall 2013**

**DATE REVISED: Summer 2015; Spring 2017**

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**GENERAL SUMMARY:**

Manages one or more areas of the ERP/software system. Responsible for the planning, management, completion and implementation of projects and programs.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Conducts detailed analysis of project requests; defines scope of project; assigns tasks to programmer/analysts; establishes measurable time segments; and monitors project to completion.
- Responsible for defining system requirements, designing, programming, and installing assigned administrative/educational systems.
- Work under general supervision, with moderate latitude for the use of initiative and independent judgment.
- Is responsible for one or more modules of the software system, updating parameters, correcting records, and running processes.
- Keeps management abreast of project status and/or problems. Confers with supervisor regarding standards and procedures.
- Plans and coordinates implementation of projects with operations and/or upper IT administration.
- Provides problem solving and analysis of advanced complexity for assigned area.
- Writes, tests, and documents programs; acts as technical resource to trainers.
- Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

## **ERP/Software System Manager**

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#### **PHYSICAL EFFORT REQUIRED:**

May be required to lift and move materials and equipment weighing up to 50 pounds.

#### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher plus three years of experience in systems analysis and/or programming or project management **or** Associate's degree plus five years of experience in systems analysis and/or programming or project management. Ability to perform highly critical and/or complex analyses and design. Knowledge of Datatel programming tools and programming environment and the end users. Ability to assess programming implications and anticipate related programming needs. Demonstrated knowledge of the interaction between the Software System and the users. Ability to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*