

ENTERPRISE RESOURCE PLANNING MANAGER

Recruitment #1702-5647-001

List Type	Original
Requesting Department	DEPT. OF ADMINISTRATION - INFO & TECH MGT DIVISION
Open Date	3/10/2017 12:00:00 PM
Filing Deadline	3/31/2017 11:59:00 PM
HR Analyst	Nola Nelson

PURPOSE

The ERP Manager plans and implements financial, human resources and related systems, monitors application service provider contracts for production availability and managed services and implements upgrades and extensions to the systems.

ESSENTIAL FUNCTIONS

- Manage the planning, development, implementation and extensions of the enterprise-wide financial and human resources systems and related modules, including upgrades.
- Resolve issues and ensure customers are informed regarding progress, timeframes and other implementation and upgrade concerns.
- Inform ITMD management regarding staff, financial details, activities and status for all enterprise activities; compose and compile related memoranda, reports and presentations.
- As a member of the ITMD “senior staff,” advise and support the activities of the Chief Information Officer (CIO) and participate in developing strategic and operational direction for the division.
- Supervise staff assigned to projects, including performance reviews, training and development and scheduling.
- Prepare the budget for support and upgrade activities and match resource requirements to the budget.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

Evening and weekend work may be required to troubleshoot issues and to meet implementation and upgrade requirements.

MINIMUM REQUIREMENTS

1. Bachelor’s Degree in computer science, management information systems or a closely related field.
2. Five years of professional-level Enterprise systems experience related to financials and human resources, including managing projects and associated procedures. Experience must include at least three years serving in a supervisory role within an Enterprise Resources staff.

3. Valid Driver's License at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

Experience using SQR, SQL, PeopleTools and other PeopleSoft-related utilities, project management and system design tools.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of Oracle/PeopleSoft enterprise suites for financial and human resources information systems.
- Knowledge of SQR, SQL, PeopleTools and other PeopleSoft-related utilities.
- Ability to design a planning and implementation strategy to ensure the successful outcome of the enterprise project.
- Ability to deliver the enterprise project on time and in a manner consistent with the allocated resources.
- Ability to design a schedule for an enterprise project, set timelines for each team member and delegate tasks.
- Ability to solve complex problems in a timely and efficient manner.
- Ability to predict and successfully address risk factors.
- Skill in written communication to provide reports, memoranda and other updates regarding the status of enterprise projects.
- Skill in oral communication to ensure accuracy of information conveyed and to be able to explain technician concepts to other technical and to non-technical staff.
- Excellent interpersonal and customer service skills.
- Skill in leadership.
- Ability to foster teamwork, build collaborative relationships and empower others.
- Ability to manage a staff, assess performance and provide useful and accurate feedback.
- Ability to maintain confidentiality.
- Ability to use effective judgment.

CURRENT SALARY

The annual starting salary (11X) for residents is \$75,478 and the annual starting salary for non-residents is \$73,626. Appointment up to \$93,593 annually for residents and up to \$91,297 annually for non-residents is possible, based upon qualifications and experience and subject to approval.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **Friday, March 31, 2017.** Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.