



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 6/16/2022

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### Director, Enterprise Resource Planning

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Information Technology

Primary Location: Administration Building

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#### Department Overview

The Department of Digital Innovation (DDI) contributes to the infusion of digital innovation into teaching and learning, as well as the operations of LCPS, by providing leadership and support in all areas of digital innovation planning and technology resource management. DDI is committed to building a transparent open organizational environment providing students, teachers, parents, administrators, and the community with highly functional technology that is easy to use, reliable, and cost-effective to support a consistently superior level of instruction and student achievement. The Department includes the following teams: Enterprise Resource Planning, Enterprise Solutions, Digital Experience, and Infrastructure & Engineering.

#### Job Overview

The Director, Enterprise Resource Planning (ERP) champions division practices which cultivate a high-performing team of professionals focused on our mission and goals. The Director advises the Chief Technology Officer on enterprise business technology vision and strategy development; and provides leadership, direction, planning, change management, and project management for the optimization of enterprise business systems and processes. The position directs project management and business and functional analysis staff, leading the implementation, adoption, and ongoing enhancement of enterprise business systems, processes, applications and tools.

#### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Collaborates with Human Resources and Talent Development (HRTD) and Business and Financial Services (B&F) executive leadership to develop and manage an enterprise resource project portfolio, aligned with LCPS strategy and goals, and HRTD and B&F priorities and initiatives
- Provides consultation and guidance to leadership on achievement of business objectives through the effective use of enterprise business systems
- Drives adoption, usability, and business value of improvements through effective communications and change management
- Ensures that all division technology best practices and processes are adhered to by collaborating closely with other DDI executive leaders
- Develops and implements strategic and executive-level communications to define complex business issues; provide critical insights; and ensure buy-in and understanding of vision, strategy, project portfolio status, business cases, risks and mitigation options
- Collaborates with HRTD and B&F executives and functional area leaders to identify and define business processes and needs; and leads identification of solutions to optimize the efficiency and effectiveness of business systems, applications and tools

- Oversees resolution of short-term business needs while planning and designing for long-term vision and goals
- Leads and directs the work of project management and business and functional analysis staff; and provides coaching, training, evaluation and professional development
- Develops policies, standards, systems and plans to determine work prioritization and ensure sufficient resource allocation and effective coordination across initiatives
- Provides oversight for daily operations and management of small to medium projects; and serves as project manager for larger projects
- Ensures project goals and solutions are consistent with LCPS's technology policies and standards.
- Ensures projects are scoped accurately; and identifies key performance indicators and measures to evaluate project success.
- Manages human, physical, and financial resources in areas of responsibility
- Manages vendor relationships in areas of responsibility, administers contracts and monitors performance in conjunction with Procurement staff.

### **Qualifications**

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

#### **Education**

Bachelor's Degree in Human Resources, Finance, Management Information Systems or related field

#### **Experience**

Ten (10) years (including 3 years in a supervisory capacity) of broad management experience in human resources, business, finance, and/or information technology, including leadership roles in enterprise resource planning, business analysis, process improvement and/or project management.

#### **Knowledge, Skills and Abilities**

- Knowledge of human resources and finance functions, issues, best practices and trends
- Knowledge of enterprise resource planning concepts, best practices, issues and trends; including knowledge of key software features, functions, limitations and benefits
- Knowledge of project life cycle management and project management methodology
- Knowledge of policy and regulatory issues affecting HR and business systems planning and administration
- Ability to deliver large, complex projects on time and within budget
- Ability to communicate effectively, both orally and in writing
- Ability to interface with and influence all levels of management and staff
- Ability to model behavior of high integrity, professionalism, and customer-focus
- Ability to plan, direct and evaluate the work of others

### **Physical Requirements**

*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Equal Opportunity Employment**

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

### **ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

### **Remote Work Disclosure**

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.