



ERP Module Lead (Purchasing Support)

SALARY: \$69,411.70 - \$110,780.62 Annually

OPENING DATE: 12/04/17

CLOSING DATE: 12/22/17 05:00 PM

REQUIREMENTS AND PREFERENCES:

The Broward County Board of County Commissioners is seeking qualified candidates for the position of ERP Module Lead (Purchasing Support):

General Description

The purpose of this class within the organization is to lead one or more specific application module(s) of the PeopleSoft Enterprise Resource Planning (ERP) implementation. The classification serves as the primary business process expert directly responsible for leading a specialized team in the design and implementation of the ERP system for a specific functional area.

This class works under administrative supervision, planning, designing, configuring, testing and training of the assigned module(s).

Minimum Education and Experience Requirements:

Requires a Bachelor's degree from an accredited college or university with major coursework in Business, Public Administration or field related to functional module.

Minimum four (4) years of experience in area of Purchasing module.

Bachelor's degree can be substituted by eight (8) additional years of experience in area of Purchasing module.

Special Certifications and Licenses:

None.

Preferences:

Experience using the following PeopleSoft Financial modules:
Requisitions; Purchase Orders; Accounts Payable; General Ledger; Project Costing; Grants; Accounts Receivable; Billing; Fixed Assets; Cash Management; and iNovah Cashiering

Knowledge and experience in process mapping and workflow

Experience using Microsoft SharePoint

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Experience using Microsoft Visio

Experience using Microsoft Office

Experience with PeopleSoft Query

DUTIES AND RESPONSIBILITIES:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.

Coordinates with employees in each functional and business area who are knowledgeable of the current business practices and policies and familiar with County systems.

Reviews and provides updates to project schedules for the respective project area of responsibility.

Reports progress on milestones, dependencies, and critical path items to the project Functional Team Lead as the central point of contact for the function's decision making activities.

Coordinates functional application setup by participating in establishing table set-up; assists with configuration of the system; assists with data mapping and manual data conversion; develops test plan and test scripts; and provides functional test data and participating in system testing.

Prepares and leads Discovery, Preview, and Interactive Design and Prototyping (IDP) sessions as assigned by Functional Team Lead.

Reviews the results of Discovery, Preview and IDP sessions for completeness and user acceptance.

Facilitates further discussions generated by Discovery, Preview and IDP sessions

Communicates to the Functional Team Lead any issues needing to be resolved as a result of Discovery, Preview and IDP sessions.

Assists the Project Manager and Functional Team Lead to identify and coordinate work dependencies.

Provides input and "Best Practices" information throughout the project.

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Assists with "train the trainers" planning and support.

Assists in training material development.

Recommends decisions in organizing and leading subject matter advisors in design, testing and training.

Prepares functional design specifications in conjunction with technical consultants.

Serves as a change agent in all interactions with project team and all County employees.

Performs related work as assigned.

WORK ENVIRONMENT:

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

SPECIAL INFORMATION:

Americans with Disabilities Act (ADA) Compliance:

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities:

Note: During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

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County-wide Employee Responsibilities:

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES

APPLICATIONS MAY BE FILED ONLINE AT <http://www.broward.org/careers>



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