



Job Description

Position Title:	ERP System Administrator
Job Title:	ERP System Administrator, Senior
Function:	Information Technology
Family:	IT Business Information Systems
Reports to:	Director, Business Information Systems

Terms of Employment:					
Pay Grade:	E18	Minimum Salary: *	\$75,900	Mid-Point Salary:	\$91,144
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Lead daily activities of a department or function. Uses significant independent judgment and familiarity of the field to perform work. Responsible for administration of various complex departmental programs and serves as the lead a group of employees. Develops policies and procedures and oversee implementation and execution of them. Typically required to complete tasks of junior-level roles, when needed.

Position Summary

The ERP Administrator is responsible for the maintenance, configuration, and reliable operation of the District’s Enterprise Resource Planning system and its integrated reporting, third-party systems, and associated computer systems and servers. Responsibilities include tasks such as software installation, system configuration, user management, security administration, third-party program integrations, troubleshooting software and hardware issues, and continual process improvement ensuring the ERP system aligns with business needs and provides efficient and effective solutions. The system administrator leads the team in knowledge and expertise in ERP and third-party software such as Frontline ERP, Central, Recruit and Hire, Jasper, Crytal, BI Analytics, and Access. The Administrator will work with various business units, serve as a point of escalation for system issues, and collaborate with other IT teams and vendors. This position provides support and service to District administrative office employees and campus staff in the resolution of ERP software, desktop software, and server systems to minimize disruption to district operations.

Essential Functions / Key Responsibilities

1. Administers system administration of District Enterprise Resource Planning System: Frontline ERP, Central, Recruit and Hire as well as third-party systems such as Paper Vision.
2. Manages enterprise document management and print solutions servers.
3. Leads development, management, and maintenance of system integrations to third-party enterprise systems.
4. Leads in creation of ad-hoc reporting, custom reports, and analytics dashboards using tools such as SQL, PL/SQL, Crystal reports, Jasper reports, and Power BI Analytics.



Job Description

5. Leads in the development and configuration of ERP system solutions to introduce operational efficiencies, process automation, system workflows, and continuous process improvements.
6. Administers, supports, and maintains in-house developed systems using tools such as MS Access, VBA, Power BI Analytics, and SQL procedures.
7. Manages and oversees the ERP system security processes following industry standards and best practices to include role-based access control methods. Ensuring and monitoring that the principle of least privilege and segregation of duties are adhered to.
8. Oversee the Frontline periodic access review process ensuring this systematic process assesses access privileges to the ERP application and data to maintain alignment with current business needs and regulatory requirements.
9. Keeps up to date with ERP release guides and product roadmap, communicates enhancements to end-user community and collaborates with stakeholders on testing and implementation of new features and functionality.
10. Facilitate strategic planning initiatives for future development and enhancements to the ERP and third-party system software.
11. Works with vendors to resolve system issues in a timely and effective manner.
12. Creates and maintains comprehensive documentation for system configurations, standard operating procedures, and end user guides.
13. Collaborate with various departments to understand their needs and ensure the ERP system supports their operations effectively.
14. Lead and mentor less senior team members ensuring department goals and objectives are being met.
15. Assist District program directors and principals with ERP data governance, collection procedures, and data standards.
16. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 3+ years 'progressive experience with ERP systems or equivalent job function.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Qualifications

- Master's degree from an accredited college or university.
- 10+ years' experience in a systems administrator position.

Knowledge, Skills & Abilities

- Subject matter expert on ERP implementation, administration, configuration, and end-user support.
- Expert level SQL and PL/SQL skills with the ability to develop data queries and system integrations.
- Knowledge of industry-standard relational databases, report-writing and analytical software.
- Working experience/knowledge with at least two of the following: relational DBMS, SQL Server, database management tools like DB Visualizer, SQL Developer, or PL/SQL developer, Microsoft Access VBA or reporting writing tools like Crystal reports, Argos reports, or Jaspersoft.



Job Description

- Knowledge of Finance and HCM processes, data flows and overall system integration to third-party systems.
- Demonstrated ability to foster innovative technology solutions.
- Proven ability to provide advanced expertise and guidance in resolving complex system level problems.
- Proven ability to solve problems, think critically, and manage conflicts.
- Strong presentation skills and training methods and procedures.
- Mature interpersonal communication, organizational and time management skills.
- Strong office productivity software skills with Word, Excel, PowerPoint, Outlook, and Teams.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- N/A

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>



Job Description

Employee Printed Name:

Date:

Employee Signature: