

## **ENTERPRISE RESOURCE PLANNING SPECIALIST**

### **Basic Purpose:**

Positions in this job are assigned responsibilities involving the administration and maintenance of enterprise resource planning (ERP) systems.

### **Typical Functions:**

- Confers with end users concerning requirements for ERP systems.
- Facilitates data conversion for ERP users when necessary.
- Tests and evaluates new releases of ERP systems prior to implementation.
- Prepares program documentation to support new or enhanced systems
- Provides technical advice, information, recommendations, assistance, and training to end users.
- Analyzes and troubleshoots system issues and determines appropriate solutions
- Designs program logic and reports, and tests criteria for new or enhanced systems.
- Responsible for management of assigned staff.

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

Knowledge of computer technology; of department policies and procedures; of principles and practices of ERP systems; Ability to maintain ERP systems; to provide training and assistance to users; to establish and maintain effective working relationships; to communicate effectively both orally and in writing.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's Degree and eight (8) years of professional level experience with implementation, operation and maintenance of ERP systems, or an equivalent combination of education and experience.