



COUNTY OF DUPAGE
invites applications for the position of:

ERP Manager

SALARY:	\$55.38 - \$57.44 Hourly \$108,000.00 - \$112,000.00 Annually
DEPARTMENT:	Information Technology Department
OPENING DATE:	04/25/22
CLOSING DATE:	Continuous
HOURS:	Monday - Friday 8:00 a.m. - 4:30 p.m.

POSITION SUMMARY:

We are pleased to offer the current job opportunity for an ERP Manager within IT department. This position will be planning and directing the activities of the ERP system to include Infor, OpenGov, and other enterprise systems and ensuring effective operation.

RESPONSIBILITIES:

Responsibilities Include:

- Coordinates with other county offices and Elected Official Offices to fully understand business processes within the ERP system
- Identifies and defines resources necessary to complete projects
- Ensures technical functional objectives of the ERP System are identified and met
- Ensures the security of the ERP system; adheres to IT Security best practices
- Develops project timelines to meet established deadlines
- Adheres to standard Project Management methodologies
- Identifies and follows Change Management processes
- Ensure the ERP system is operating effectively
- Engages and serves as a liaison between all ERP-related vendors and consultants and County staff
- Acts as Project Manager for the implementation of large-scale ERP systems upgrades, new systems, and/or modules
- Identifies and resolves employee relations and performance issues, establishes, and maintains a professional work environment while providing appropriate leadership and direction
- Utilizes a proactive approach to ensure that ERP modules are in place to automate manual processes.
- Monitors and manages contracting, negotiating, and change management
- Determines and oversees system-wide priorities
- Responsible for ERP system documentation
- Recommends hires and promotions, directs, evaluates, and appeals of employment decisions for all assigned positions

REQUIREMENTS INCLUDE:

Requirements include the following experience or equivalent combination of training and experience:

- Completion of a Bachelor's degree in Computer Sciences, Business Administration or related subject
- Seven(7) years experience in ERP system and application management including three years of supervisory experience;

A pre-employment background check is required.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

PHYSICAL REQUIREMENTS

The physical demands described here represent those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.dupageco.org>

Position #22-00053

ERP MANAGER

SN

421 N. County Farm Road

Wheaton, IL 60187

(630) 407-6300

DPCHumanResources@dupageco.org

ERP Manager Supplemental Questionnaire

* 1. Select the response below that represents your highest completed level of education.

- Master's Degree from an Accredited Institution
- Bachelor's Degree from an Accredited Institution
- Associate's Degree from an Accredited Institution
- Some college level courses complete but no degree awarded from an Accredited Institution
- High School Diploma or GED
- None of the above

* 2. If you possess a degree, in what field/ major is the degree? (If no degree, answer with

N/A)

- * 3. Select the response below that represents the number of years of experience you possess relevant to the position you are applying for.
 - 11 + years of relevant experience
 - 7-10 years of relevant experience
 - 6 years of relevant experience
 - 5 years of relevant experience
 - Less than 5 years of relevant experience
- * 4. How many years of supervisory experience do you possess relevant to the position?
 - 3 + years of relevant experience
 - 2 years of relevant experience
 - 0 to 1 years of relevant experience
- * 5. Please list all ERP systems you have experience with. If you do not have any experience managing ERP systems, add N/A:

- * 6. Are you able to perform the following, with or without an accommodation? Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
 - Yes
 - No
- * Required Question