Internal/External
Employment Opportunity

JOB TITLE: Business Systems Administrator

JOB STATUS: Exempt

PAY RANGE: $6,947.44 – $9,350.34 per month, dependent upon qualifications

CLOSING DATE: Open Until Filled, First Review on Friday, July 10, 2015.

DUTIES: Under the direction of the Information Technology Manager, the Business Systems Administrator supports staff in effectively and efficiently utilizing the District's business systems, identifying and facilitating improvements to business process performance and applying information reporting and analysis tools as it relates to the Oracle JD Edwards (JDE) system. This job classification plays a key role in the implementation, enhancement and ongoing functional support of new and existing District business systems, including system design, configuration and testing. Incumbents provide first-line support, technical assistance and training to District users. Incumbents are responsible for assisting the Manager in formulating and developing department goals and objectives. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class involves accountability and decision-making responsibilities.

QUALIFICATIONS: Equivalent to a bachelor's degree in finance, accounting, computer science, computer information systems, business administration, or a closely related field; and five years of progressively responsible work experience in business systems development or use. Work experience in JDE is highly desirable. Working experience in the public sector is preferred. Knowledge of JDE and business systems data structures, business views, system configurations and integration points, application tools and module functionality; report writing experience using tools such as ReportsNow, One View Reporting, and tools like BI Publisher and User Productivity Kit. Ability to understand end user requirements to develop applications; establish and maintain effective working relationships with end users, vendors and others encountered in the course of work; analyze data and develop logical and cost effective solutions to problems; conduct information technology systems analysis and feasibility studies as it relates to JDE and business systems; prioritize tasks; understand and read technical manuals related to hardware and software; prepare clear, concise and comprehensive program documentation, and other written materials. Must possess a valid California driver's license and maintain a safe driving record.

PHYSICAL
REQUIREMENTS: Position requires the ability to travel by automobile to conduct District business; oral communication with District management, coworkers, and District consultants in face-to-face, one-on-one, and group settings; regular use of the telephone for communication; operation of such office equipment as computers (including terminals), copiers, and facsimile machines; sitting for extended time periods; hearing and vision within normal ranges; and possible lifting of objects not to exceed 40 pounds.

APPLICATION
PROCEDURE: Please submit a completed and signed employment application from the District's website (www.mnwd.com) along with a resume to the Human Resources Department by 5:00 p.m. on Friday, July 10, 2015, to be considered in the first review of applicants. A resume will not be accepted without a completed and signed application.