

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

EXECUTIVE DIRECTOR OF ENTERPRISE APPLICATIONS

FLSA STATUS: EXEMPT - PAY GRADE: 27 - A

JOB FAMILY: INFORMATION TECHNOLOGY JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Executive Director of Enterprise Applications manages the enterprise application portfolio and provides leadership, vision, and direction to ensure contribution to achieving college goals. Works closely with business leaders across the college to influence how applications can enable new sources of value. Provides direction and assistance for building or configuring, maintaining or enhancing, and eventually decommissioning applications or products throughout the lifecycle.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Works with CIO and other IT leaders to develop overall IT strategy in the context of business strategy and initiatives of the college.

Provides oversight of the assessment of technical and business fitness for the enterprise application portfolio including ERP and related system.

Oversees support activities in conjunction with infrastructure and operations to ensure applications perform well in production.

Develops and manages relationships with major vendors and service providers to ensure they cost effectively meet the needs of the organization.

Work with business leaders, stakeholders, and other IT leaders throughout the institution to define a prioritized set of business outcomes that can be used to determine application requirements to accomplish those outcomes within the limitations of the defined budget.

Develops productive relationships with business leaders, stakeholders, and other IT leaders throughout the institution to influence how applications can enable new sources of value and to define a prioritized set of business outcomes used to determine application requirements to accomplish those outcomes within defined budget limitations.

Manages, supervises, and evaluates assigned staff; provides mentorship and leadership to staff; completes annual performance reviews and semi-annual check-ins; conducts and manages hiring, training, and supervision of staff. Provides coaching and facilitates professional development opportunities.

Work with the chief information security officer (CISO) to ensure that the organization's application products are effectively secured and that risks are mitigated.

Facilitates the ERP application governance process to gain consensus on a prioritized set of deliverables and outcomes a product must support.

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Works closely with finance administration to ensure staffing, budgeting, and other relevant management functions for optimizing the cost, risk, and value of applications and products throughout their life cycle.

Ensures best practice utilization of college ERP applications in support of student success.

Performs related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience or an Associate's degree from a regionally accredited institution and seven (7) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of directly related experience working in Information Technology in higher education managing external service providers and managing risk and cost implications of IT related contracts, and/or contract negotiations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 6/08

Revised: 2/14/24