

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 7002  
Job Title: Deputy Director of ERP-Program Manager  
Salary Grade: 24  
Bureau: Bureau of Finance  
Department: Enterprise Resource Planning  
Dept. Budget #: 029  
P.I.D. #: 1100658  
Shakman Exempt

### ***Characteristics of the Position***

#### **General Overview**

Under the direction of the ERP Director, simultaneously manages a number of large enterprise wide projects that involve many layers, hardware, software, integrated applications, database conversions, system interfaces, project teams that work multiple shifts, and/or physical locations. Implements large projects and/or system dispositions that involve project teams consisting of more than 50 people in PMI project management standards, and SDLC system development life cycle standards. Oversees comprehensive project management planning, and develops plans that consist of 20,000 project tasks. Communicates complex projects in order to effectively convey task assignments, dependencies, milestones, work breakdown structures, and critical paths. Consistently delivers quality projects on time and on budget.

#### **Key Responsibilities and Duties**

Responsible for managing the Functional Implementation Teams (FIT), completing specific deliverables, and performance measures.

Averts risk and effectively applies PMI processes, and the tool sets which allow their project teams to efficiently perform their duties from Project Initiation to Closeout.

Keeps large projects on course, develops forms and reports needed to accurately track project status including actual vs planned project deliverables, resource utilization, Earned Value, budget absorption, change requests, employee performance, etc.

Facilitates planning, quality assurance meetings, and cross functional project team meetings.

Reviews, validates, and submits recommendations related to the following: business process workflows, descriptions, business process improvements, functional requirements, technical requirements, Ordinances, policies and procedures, collective bargaining agreements, and business rules.

Processes flow(s) related to the approval of the project management plan, design phase, and change orders.

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

Must have successfully managed a number of large enterprise wide projects, and have the ability to manage multiple projects at the same time.

Excellent organizational skills and ability to manage projects that involve many layers.

Ability to manage hardware, software, integrated applications, database conversions, system interfaces, project teams that work multiple shifts, and projects that involve multiple physical locations, etc.

Ability to lead and promote PMI and SDLC standards.

Skill in demonstrating excellence through inclusion, teamwork, collaboration, knowledge transfer/training, and positive working relationships.

Ability to simplify the communications of complex projects in order to effectively convey task assignments, dependencies, milestones, work breakdown structures, and critical paths.

Skill in keeping large projects on course, and ability to develop and manage the abundance of forms and reports as required.

Knowledge of strategies successfully used to expedite ERP system implementations.

Knowledge of strategies used to reduce ERP project risks.

Skill and proficiency in PMI project management standards, and SDLC system development life cycle standards.

Skill and proficiency in MS Project, Visio, Excel, Access and Power Point. Experience using MS SharePoint and Nintex, as evidenced by sample work products.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree in an engineering, information technology or business field. Must have a minimum of three (3) years' experience as a Program Manager.

### **Preferred Qualifications**

Successfully managed a large project implementation and/or system disposition that involved project teams consisting of more than 50 people. Proficiency in PMI project management standards, and SDLC system development life cycle standards.

Proficiency in MS Project, Visio, Excel, Access and Power Point. Experience using MS SharePoint and Nintex, as evidenced by sample work products. Preferred, certifications PMP, or IPM, or CPA, or CISSP.

**The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

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