

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : MUNIS Software Specialist
Department: Finance
Revised : February 2016

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the MUNIS Software Specialist classification.

GENERAL DESCRIPTION

Professional level work involving implementation of Tyler MUNIS ERP products and providing software support to include identification and resolution of problems associated with the operations of the ERP system software, setup and workflow. This position will also provide long term continuity support for the ERP system. Work is performed independently and under the supervision of the Assistant County Manager/Finance Director who reviews work through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Executes a phased implementation of the Tyler MUNIS ERP software for financials, human resources, citizen services, and revenues.

Functions as project lead to build, implement, enhance, and test ERP systems and applications to meet dynamic business needs.

Develops technical documentation such as quick tips, training curriculum for ERP system users, and assists in the maintenance of ERP user documents.

Troubleshoots, identifies, and resolves problems associated with the operation of the ERP system software, setup, and workflow.

Performs complex configuration, change management, and testing activities to support and integrate between all applications.

Coaches and supports employees in developing proficiency in the use of the ERP system functionality.

Coordinates and performs training on all MUNIS application functionality.

Presents meaningful data and summarizes key information including project executive level reporting.

Schedules and leads project meetings and facilitates meetings for other departments.

Tracks ERP Operation expenses and manages project budgets and billing.

Communicates project updates to County leadership as necessary.

Reports the status of identified risks and issues.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Tyler ERP applications including installation, configuration, operations, project management, and maintenance.

Considerable knowledge of the principles, practices, hardware, software and equipment related to local government computer operations.

Considerable knowledge of the organization and functions of local government.

Strong skills in project management to lead and advise ERP project teams from kickoff to launch, including data conversion.

Ability to work independently with minimum supervision.

Ability to establish and maintain effective working relationships with government officials, departmental directors, and other staff.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Business Administration, Finance, Information Systems, or related field and five years of working knowledge and experience with local government ERP applications; or an equivalent combination of education and experience. Experience with Tyler iASWorld and Energov preferred.

**This job description does not create an employment contract,
implied or otherwise.**