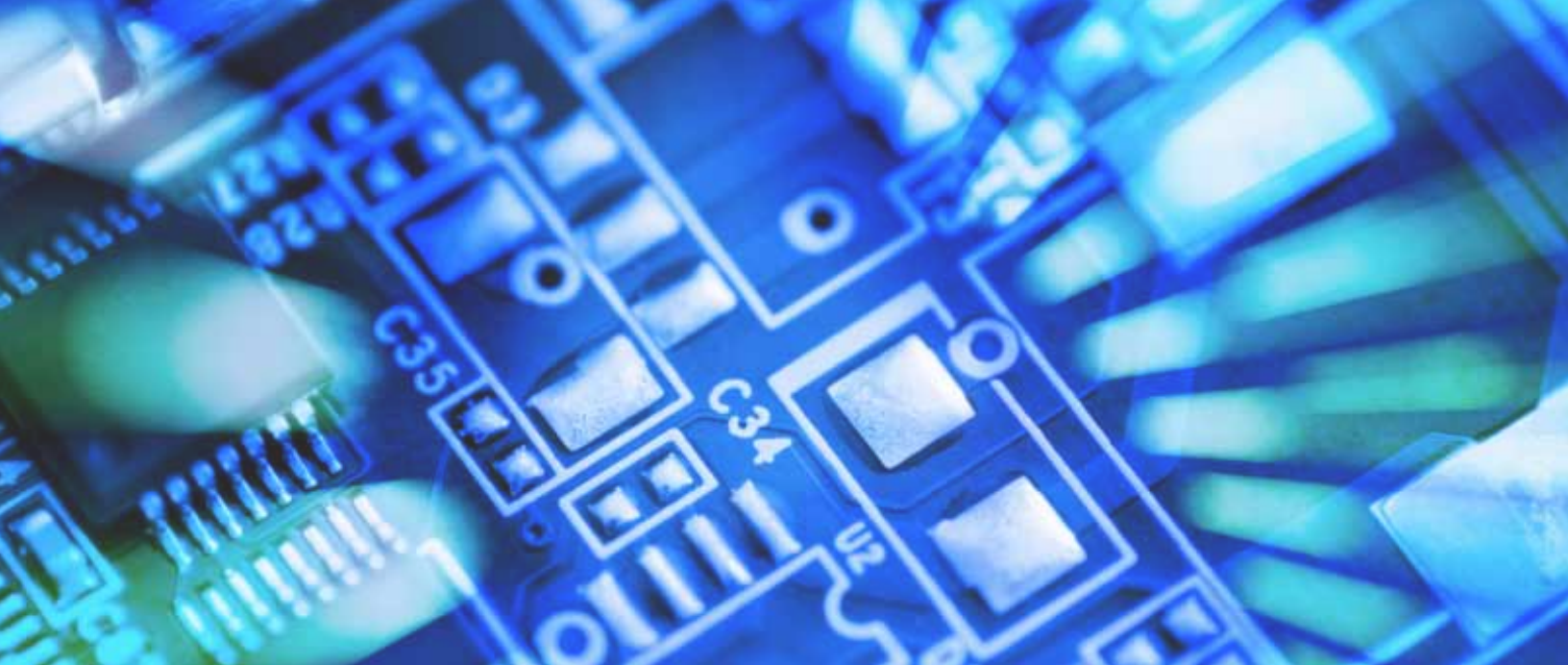**Los Angeles County Office of Education**
Leading Educators ▪ Supporting Students
Serving Communities

*Announcing an Outstanding
Career Opportunity*

*Enterprise Business Systems
Project Director*

*Application Deadline:
August 25, 2013*

A national search is underway for highly qualified candidates for Enterprise Business Systems Project Director. This is a unique opportunity for a visionary, collaborative, and accomplished project manager to lead and coordinate the enterprise business systems project from conception to implementation of the nation's largest regional educational agency.

BEST (Business Enhancement / System Transformation) Project

The Los Angeles County Office of Education (LACOE) is the nation's largest public intermediate educational agency, providing oversight, service functions and a broad range of programs to support Los Angeles County's K-12 school districts, community college districts and charter schools. As the public schools education leader in Los Angeles County, more than 1.8 million students throughout the 4,000 square miles of the County are impacted by LACOE's programs and operations.

LACOE provides the business backbone for more than 90 school districts, community college districts, and charter schools in Los Angeles County. The backbone is comprised of automated systems and services that power the financial, procurement, payroll, and human resources functions of these agencies.

LACOE is initiating a multi-year project to transform 20th century systems into a 21st century, state-of-the-art, integrated financial, procurement, payroll, and human resources management system, also called an Enterprise Resource Planning (ERP) system. Further, this project will include fundamental business process re-definition to fully take advantage of improvements in technology.

These changes will directly benefit educational services countywide.

The size, complexity, cost, and schedule of this project will require a core team of Change Management Coordinators, Business Process Engineers, and subject matter experts dedicated to successful system development and implementation. This project will span the following:

- Development and communication of the business case for system upgrade
- Defining system requirements across all district user groups
- Creating the request for proposals (RFP)
- Process for proposal review and selection
- Interfacing with vendor systems consultants, engineers, architects, and developers to configure, customize, and test the system

In addition, the team will be responsible for developing and leading the change management effort, including the stakeholder communications plan, user acceptance testing, business process analysis and redesign, user training and support, and tracking metrics for implementation and operational effectiveness.

To direct and guide this effort, LACOE is seeking to immediately fill the position of Enterprise Business Systems Project Director.

The Position: Enterprise Business Systems Project Director

Reporting directly to the Chief Technology Officer, the Project Director will build and lead the team that will see the project from concept to successful implementation.
Specific responsibilities include:

- Developing the business case for project start-up
- Researching, compiling, and evaluating alternative business system solutions
- Establishing and implementing project management methods, processes, and tools, for planning, scheduling, estimating, staffing, budgeting, accounting, and risk mitigation
- Implementing and monitoring systems for project data collection, coding, and analysis used for capturing user requirements and mapping and tracking them through to system specifications, design, configuration, and testing
- Soliciting requests for information (RFI) and requests for proposals (RFP) from prospective system suppliers and specialized software consulting firms
- Coordinating stakeholders in structured evaluation of vendor proposals regarding functionality, value, and vendor capability
- Tracking project status and providing progress reports and cost and plan updates to executive management
- Developing and executing a plan, in coordination with LACOE Communications, to keep stakeholders informed on project status, features and functionality, implementation schedule and expectations
- Establishing procedures and protocols for legacy system data migration and validation
- Establishing procedures and protocols for user acceptance testing
- Establishing procedures and protocols for system functionality testing and output validation
- Playing a key role in selecting and training project staff, assigning roles and responsibilities, and managing performance
- Developing and providing training, mentoring, and help-desk support for system users
- Acting as an escalation point and key resource for project sub-teams needing assistance in conflict resolution, change management and project management
- Acting as liaison and partner with vendors and/or consultants in ensuring a coordinated project plan and incorporation of industry best practices

The Well-Qualified Candidate

The well-qualified candidate will have a solid record of accomplishment in technology project management, including significant experience in the acquisition, development, upgrade, and implementation of enterprise-wide business systems. Essential competencies include:

Knowledge of:

- Enterprise Resource Planning systems (ERP), including integrated financial/accounting, procurement, payroll, and human resources systems
- Project Management Body of Knowledge (PMBOK)
- Project management software applications
- Information Technology Infrastructure Library (ITIL) framework
- Information Technology Service Management (ITSM)
- Web technology and Service Oriented Architecture (SOA)
- Network technologies
- Database systems architecture
- Principles and practices related to the management of multi-vendor and multi-platform computer systems servicing multi-agency user groups
- Project accounting and resource allocation techniques
- Project risk management and mitigation techniques
- Public sector procurement regulations and processes
- Public sector staffing regulations and processes
- Fundamental employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Ability to:

- Think critically and use facts and data in identifying problems, drawing valid conclusions, and generating a range of alternative solutions and courses of action
- Set expectation and performance standards and drive project performance to meet milestones, deadlines, and quality objectives
- Facilitate constructive and productive group interaction and maintain group commitment to goals and objectives
- Establish and maintain effective working relationships in cross-functional teams
- Focus on customer needs and expectation of customers in making business recommendations and solving business problems
- Establish and maintain dialog and two-way information channels with customers and project partners
- Communicate effectively and proactively – orally and in writing
- Make presentations and project a positive professional image in interacting with client officials, governing boards, project partners, and potentially the media
- Handle multiple competing priorities and schedules
- Resolve disputes and diffuse tension

Minimum Qualifications

Experience: Six years of experience in managing complex, computerized business systems projects. Experience must include management–level responsibility for an organization-wide implementation and change management of an enterprise resource planning (ERP) system from requirements determination through system implementation. Experience with managing technology projects in a public-sector, widely-distributed, multi-agency user environment is desirable but not required.

Education: A bachelor's degree in information technology, systems engineering, technology management, or a field related to the knowledge and abilities requirements of this classification from an institution of higher learning accredited by a regional accrediting organization recognized by the Council of Higher Education Accreditation.

Equivalency Provisions: Professional certification in project management such as a Project Management Professional Certification (PMP) or equivalent is desired and can substitute for one year of required experience.

License: A valid California driver's license and the availability of private transportation or the ability to provide transportation between job sites is required.

Compensation and Benefits

Salary Range: $117,072 - $145,020 annually. Placement within the range is dependent on experience, qualifications and salary history. The attractive benefits package includes participation in California Public Employees' Retirement System (CalPERS) combined with Social Security and pre-tax retirement savings account options and comprehensive health, medical, dental, vision and group life insurance benefits, plus 24 vacations days, 14 paid holidays and 12 paid sick days per year.
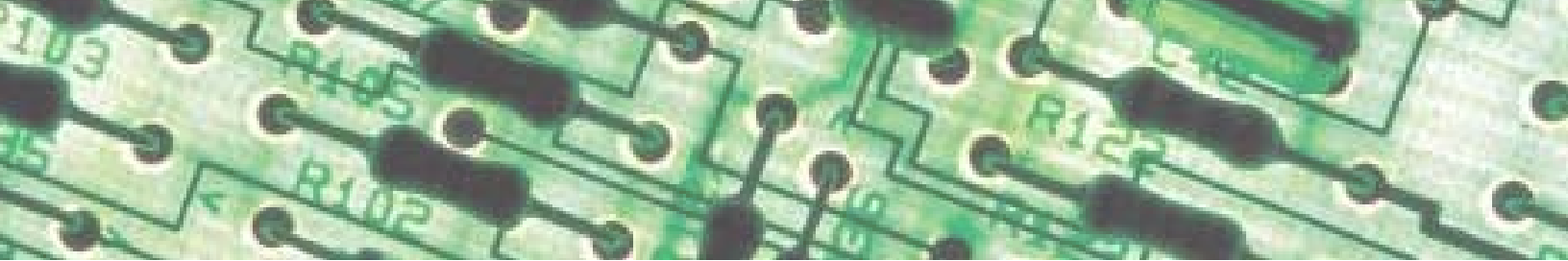
Application and Selection Procedure

Candidates are required to apply online. Click this link to apply.

The application process will involve completing an online application and attaching the following documents:

1. A comprehensive resume including salary history

2. A letter of interest including the following:

- Explaining the relevance of your career history and goals to the requirements of this position
- Why do you want this position?
- What makes you a great fit for this position?

3. Three professional references who can attest to your technical and managerial competence. (References must include contact information; however, references will be contacted only for the finalists in the process.)

Selection Procedure

Based on the careful review and evaluation of the submitted application material, the most qualified candidates will be invited to be interviewed by a panel of subject matter experts. The top finalists will be interviewed by the Chief Technology Officer and other members of the Superintendent's Executive Cabinet for final selection. Final selection is targeted for September 2013.

Application Deadline Date

Priority consideration will be given to complete applications received by midnight, PDST, August 25, 2013. The deadline may be extended until the position is filled.

If you have any questions, please contact Hedieh Khajavi at *khajavi_hedieh@lacoe.edu*.
Please title the email: **Enterprise Business Systems Project Director.**

About the Los Angeles County Office of Education (LACOE)

Among the services provided are:

- Payroll and retirement processing for more than 180,000 employees of public school agencies in Los Angeles County
- Consulting services and programs for education and business functions
- Direct instruction for students with disabilities
- Direct instruction for students "at risk" and incarcerated youth

Additional support services include early childhood education; family and community programs; parenting and literacy classes; career and technical education; safe schools and emergency preparedness; specialized training and professional development for teachers, administrators, and support personnel; and expert consultation in curriculum, instruction and assessment.

LACOE operates California's largest Head Start program, along with two specialized high schools located on university campuses—the L.A. County High School for the Arts and the International Polytechnic High School.

Website: *www.lacoe.edu*

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