

ADMINISTRATOR, HUMAN RESOURCES TECHNOLOGY

Definition

Plans, directs, and coordinates all aspects of any human resources information system (HRIS) project from development of business need requirement definition through completion; facilitates and directs a multi-disciplinary team; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Manages the development, implementation, and evaluation of all comprehensive, multi-year HRIS projects from development of business need requirement definition through completion; creates and updates project plans; collaborates with a wide variety of Fairfax County school personnel in all departments; facilitates and directs multi-disciplinary teams; plans, schedules, estimates costs for, assesses risks of, tracks, and coordinates all resources required to implement technology solutions to meet the business needs; manages project budgets; oversees necessary training; manages the changes to requirements, as well as enhancements; develops requests for proposals; maintains knowledge of HRIS and all related software and understands the interface; creates and delivers presentations to a wide variety of audiences; captures metrics to measure quality; and prepares statistical data and interim and final project reports for senior management.

Supervision Received/Given

Receives limited direction from an assistant superintendent. Participates in the recruitment, screening, selection, assignment, supervision, and evaluation of personnel assigned. Provides guidance and assistance to full-, part-time, and/ or hourly employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in a field related to information systems or business management, plus six years of progressively more responsible work experience with special emphasis in information technology and technical project management. A master's degree in a relevant field may be substituted for one year of required professional experience. Can demonstrate project management experience with a technology related project; broad knowledge of best practices with respect to customer service and customer-oriented account management; broad knowledge of business and information technology practices and trends in comparable school systems or businesses; general understanding of other technology-related initiatives that could affect the project; general understanding of appropriate local, state, and federal laws and regulations; ability to implement technology solutions, work with multi-disciplinary teams, and function as a team leader; and ability to communicate effectively, both orally and in writing.



Revised:
Established:

June 2007
October 2003