

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES This is a non-career, term job with the Metropolitan Washington Airports Authority (Airports Authority). Serves as an Enterprise Resource Planning (ERP) Functional Area Lead working on the Airports Authority's Oracle eBusiness Suite (EBS) Public Sector Solution including EBS Financials, EBS Procurement, EBS Grants, EBS Supply Chain, and custom reports, interfaces, conversions, and enhancements (RICE) and extensions with bolt-on integrations including Hyperion Planning and Budgeting, Hyperion Workforce Planning, OBIEE 11g, DSI scanner applications, and PROPworks, with multiple other interfaces (some using the Oracle SOA suite) to banks, Human Resources/Payroll, Work Order Management, and other systems.

--Maintains, defines, designs, delivers, and documents quality business and integrated application environments related to the existing system in compliance with configuration management processes and standards. Will assist management in planned upgrades of the existing system components and consolidation of additional business functions, potentially, by adding applications and modules to the ERP footprint.

--Provides timely, consistent and comprehensive application support to assigned ERP business areas, including troubleshooting user issues. Responds to Tier 2 production issues by analyzing situations and developing solutions or coordinating with others to identify, record, and correct root causes for the issues and then develops design decision alternatives/solutions and implements proactive measures to prevent application and data issues.

--Analyzes, designs, configures, tests, and implements ERP application system components, enhancements and lifecycle Oracle implementations to meet business needs with minimal customization. Applies languages, tools and technologies such as PL/SQL, TOAD, OBIEE and a Business Intelligence/Data Warehouse with knowledge of EBS applications to provide data management and business application support to end users.

--Verifies that application configuration complies with Oracle best practices and recommends quality assurance procedures and measurement criteria. Performs alternatives analyses and makes recommendations to address existing and potential process and system trouble areas across the organization. Where necessary, builds prototype solutions, creates process models, specifications, diagrams, and charts to provide direction to developers and/or project teams.

--Assists ERP program manager in designing the approach for Tier 3 projects, including estimating/planning, developing work breakdown structures and setting functional priorities to improve efficiency and fulfill business objectives.

--Recommends new work methods, standards, and practices to improve the quality, reliability, predictability, reusability, and cost performance of ERP applications software systems. Implements approved changes and ensures changes are appropriately documented.

--Assists ERP program manager in the scoping and planning of ERP upgrades and patching.

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--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), vendors/suppliers/tenants, and airport users.

--Uses a computer, tablet, or smart phone for various applications (email and communications, word processing, data entry, compiling information for reports, spreadsheets, graphics, flow charting, planning, scheduling, presentations, etc.), as well as specialized software/systems used in the Office.

-- Uses a sedan or similar vehicle to travel to meetings, work sites, etc.

--*Performs other duties as assigned or as determined on own initiative.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet both of the MQs listed below.

1. A bachelor's degree in any field providing a strong foundation for success in the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.
2. Seven years of progressively responsible broad information technology experience that includes substantive work in most of the DUTIES in this job description, that provides evidence of:
 - a. knowledge of, and skill in the use of, Oracle EBS module configuration and functional extension design as well as knowledge of EBS R12 table structures, **and**
 - b. knowledge of, and skill in use of, Oracle EBS R12 application functionality to meet business process requirements including underlying accounting, reporting, and audit needs, **and**
 - c. knowledge of, and skill in use of, systems development life cycle (SDLC), and Oracle software configuration management practices.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

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1. Comprehensive expert level knowledge of Oracle EBS R12, Hyperion, PROPworks and other ERP application functionality, business process analysis and design, application configuration design, and production support altogether to maintain and troubleshoot production issues and provide for enhancements to the Oracle EBS Public Sector Financials and Supply Chain.
2. Expert level knowledge of Oracle EBS R12, Hyperion, PROPworks and other ERP application configuration standards with detailed knowledge of Oracle EBS R12 data structures, interfaces and APIs, workflow functionality, AME, and Sub Ledger Accounting (SLA). Hands-on experience in configuring application modules to meet business requirements and testing of solutions for the Airports Authority's ERP solution.
3. Knowledge of, and demonstrated skill in, developing functional specifications for Oracle R12 modules and other ERP applications RICE objects to meet business needs that cannot be met by application configuration as well as providing a basis for planning and executing planned upgrades.
4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying relevant information, and making balanced recommendations or decisions. Examples include selecting design decision alternatives to resolve production issues.
5. Skill in using automated report writing software, conducting studies and reports on unused functions of the financial management software, developing and testing new or modified report formats, reviewing edited reports and operator error messages and providing applications support to end users to include appropriate documentation and training on how to effectively use financial management system features and related applications.
6. Skill in developing and assisting in execution of test cases and documenting expected outcomes for unit tests, integration tests, system tests and user acceptance tests. This includes skill in coordinating and performing in-depth tests for modified and new systems, and other post-implementation support.
7. Skill in oral communication to understand verbal information (facts, assertions and ideas) and to express such information verbally so that others will understand and in certain circumstances be convinced or persuaded. This includes skill in encouraging effective oral communication by others concerning ERP issues. Examples include conducting conference room pilots, facilitating workshops to gather requirements, identifying workarounds to resolve production issues or selecting design alternatives.
8. Skill in written communication to understand written information (facts, assertions and ideas), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and in certain circumstances, be convinced and/or persuaded. This includes skill in reviewing the written work of others,

including peers and contractors, regarding such items as proposed implementation of additional modules or upgrade of existing modules.

9. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in developing and maintaining relationships with key stakeholders, such as, but not limited to, those involved in contracting, accounting, audit and project management, to ensure effective planning and execution of work and customer service satisfaction.
10. Skill in working on multiple tasks and projects concurrently and in ensuring coordination and integration among related efforts. This includes attention to detail in planning and scheduling.
11. Skill in using a computer and modern office suite software to maintain records, develop reports and perform other functions, with primary emphasis on the following applications: communication, planning and scheduling (such as Outlook), word processing (such as Word), spreadsheets (such as Excel), process mapping (such as Visio) and presentations (such as PowerPoint); and in using Oracle-specific software.

RESPONSIBILITY Is responsible for maintaining, designing and developing functional solutions for the Airports Authority Oracle EBS R12 financial and supply chain modules and integrated ERP applications; the expansion of the application footprint and assisting management in upgrades of the system; and the maintenance and troubleshooting of production issues. Work affects the availability, integrity, accuracy, consistency, and completeness of ERP applications in a cost-effective and timely fashion.

Reports to the ERP Program Manager (Supervisor) who provides normal supervision and assigns work and sets priorities. The incumbent proactively identifies and solves project issues; escalates issues to management when necessary and appropriate; and obtains assistance, as necessary, from subject matter experts or Supervisor on complex or unusual matters. Work is reviewed for quantity, quality, timeliness, customer service, teamwork, of quality, quantity, timeliness, customer service, teamwork, adherence to guidelines and requirements, and other factors, including attainment of specified performance management goals and objectives.

Guidelines include vendor software configuration and enhancement guidelines, Generally Accepted Accounting Principles (GAAP), and IT security requirements and standards (such as EBS module configuration, EBS R12 table structures, and roles and responsibility definitions). Some guidelines require strict adherence. Others leave room for or require adaptation/adjustment to specific situations. Accordingly, the incumbent uses independent judgment to select and apply or adapt and adjust guidelines to particular situations.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files, etc. Incumbent may sit for extended periods while performing desk work. Constantly uses a computer, communicates by computer or telephone, and reviews printouts and documents containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. May experience job pressure and frustration from tight deadlines, handling multiple, important projects within the context of changing priorities, tight deadlines and schedule disruptions.

OTHER SIGNIFICANT JOB ASPECTS Is subject to hold-over and recall for IT emergencies and may need to work some nights/weekends due to operational requirements and other factors.

DUTIES Examples of duties include but are not limited to the following and are performed in collaboration with the ERP Program Manager, other key staff throughout the Airports Authority and through consultants and Office staff, or personally: