



## KING GEORGE COUNTY JOB OPENING

# PROJECT IMPLEMENTATION COORDINATOR

Salary up to \$80k DOE

## Job Description

King George County is seeking a highly motivated and detail-oriented Project Implementation Coordinator to oversee the implementation of a new Enterprise Resource Planning (ERP) software in collaboration with Tyler Technologies. This role will be pivotal in ensuring a seamless transition and successful integration of the ERP software into the County's existing systems and processes. This position will report to the Director of Finance and coordinate with the project team leads to include the Director of Human Resources and Director of Information Technologies.

## Responsibilities

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

**1. Project Management:** Lead the project implementation process in close collaboration with Tyler Technologies, ensuring adherence to timelines, schedules, and quality standards.

**2. Coordination and Communication:** Act as the primary point of contact between King George County and Tyler Technologies, facilitating effective communication, resolving issues, and ensuring alignment on project objectives.

**3. Requirement Analysis:** Gather and analyze requirements from various County departments to ensure that the ERP software meets the specific needs of King George County.

**APPLY TODAY:**

<https://www.kinggeorgecountyva.gov/>

## Benefits:

### • RETIREMENT

King George County is a member of the Virginia Retirement System (VRS). New Employees will be required to pay a 5% employee contribution to VRS from each paycheck.

### • HEALTH INSURANCE

County shared cost of medical, dental, and vision insurance.

### • GROUP LIFE INSURANCE

Life insurance is carried for all full-time employees by Minnesota Life through VRS. The County pays the basic group life premiums. While actively employed, your group life provides you with life insurance coverage and accidental death and dismemberment insurance coverage.

### • OPTIONAL GROUP LIFE INSURANCE

All active full-time employees covered under the basic VRS group life plan are eligible to purchase optional life insurance. Also, optional insurance plan for their spouse and child(ren).

### • DEFERRED COMPENSATION PLANS

King George County offers two types of 457 Deferred Compensation Plans, Nationwide Retirement Solutions and Equitable Advisors.

### • LEAVE and HOLIDAY PAY

### • EMPLOYEE ASSISTANCE PROGRAM

The County provides confidential crisis counseling and referral services relative to personal, financial, or other matters which may adversely impact employees' well-being and work performance.

## Responsibilities cont.

**4. Training and Support:** Develop and execute comprehensive training plans for County staff to ensure a smooth transition to the new ERP system. Provide ongoing support and guidance post-implementation, to include development of departmental/users daily workflows.

**5. Testing and Quality Assurance:** Coordinate user acceptance testing and quality assurance processes to guarantee the functionality, reliability, and accuracy of the ERP software.

**6. Change Management:** Implement change management strategies to facilitate user adoption, minimize resistance, and maximize the benefits of the new ERP system.

**7. Documentation:** Maintain detailed documentation of project progress, issues, resolutions, and configurations for future reference and auditing purposes.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

## Knowledge, Skills, Abilities

- Strong understanding of project management methodologies, ERP systems to include their functionalities, and information technology.
- Proficiency in evaluating, procuring, and implementing software applications.
- Excellent communication, presentation, training, collaboration, and problem-solving skills.
- Ability to work independently, exercise initiative, and prioritize tasks effectively.
- Knowledge of various programming languages, databases, and computer operating systems.
- Familiarity and ease with computer systems and Microsoft Office products.
- Analytical mindset with a keen eye for detail.
- Ability to work collaboratively with cross-functional teams and stakeholders.

## Desired Training & Experiences

- Bachelor's degree in Computer Science, Information Systems, Business Administration, or related field.
- Minimum of three (3) years of experience in project management, software configuration, and computer application development.
- Experience in change management and user training is advantageous.
- Experience in Bright Financials a plus, but not required.
- Successful completion of a background check and possession of a valid state driver's license.

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