

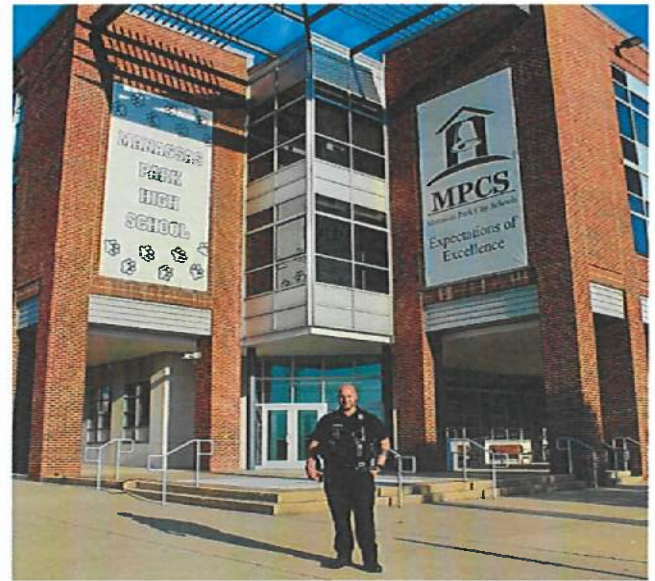


CITY OF MANASSAS PARK

JOB ANNOUNCEMENT

ENTERPRISE SYSTEMS ADMINISTRATOR





Manassas Park is an independent jurisdiction in Northern Virginia, approximately 30 miles southwest of Washington, DC. The city borders Prince William County and the City of Manassas. Manassas Park offers citizens an established community along with the prospects of significant future residential and commercial development. The desirable living features such as neighborliness and community pride in a small, progressive City environment add to the City's charm.

Job Overview

The City of Manassas Park is seeking an experienced, highly skilled, and solutions-oriented professional to serve as its Enterprise Systems Administrator. This position serves as the primary functional subject matter expert for enterprise systems, ensuring stable operations, secure and efficient data flow, user support, system enhancements, and aligned business processes city-wide. The role provides essential continuity between the City's primary ERP software and other enterprise systems, helping departments fully adopt the technology while enabling leadership to assess and maximize the value of digital investments.

The Enterprise Systems Administrator will be based in the Information and Technology Department, but will work closely with Finance, external vendors, system users, and City leadership to ensure applications effectively support service delivery and meet accounting, audit, and operational requirements. This role will also provide training and production support to end users throughout the city.

All positions at the City of Manassas Park require a customer service mindset, in accordance with the Customer Service-related focus of the City.



Specific Duties and Responsibilities

- Serve as the technology lead for the base architecture of enterprise systems and any hardware, software, databases, or other infrastructure required for successful and reliable operation.
- Serve as the primary functional administrator and business owner of the City's ERP system and integrated enterprise systems.
- Manage system configuration, testing, troubleshooting, upgrades, and user access in coordination with Finance.
- Maintain data integrity, workflow accuracy, and compliance with financial reporting and internal control standards.
- Partner with departments to evaluate operational needs and implement system enhancements and automation.
- Develop and maintain business process documentation and standard operating procedures.
- Coordinate vendor relationships, support tickets, release cycles, and future product roadmap decisions.
- Provide training, technical guidance, and production support to city-wide system end users.
- Analyze system performance, defects, integrations, and reporting capabilities to identify opportunities for improvement.
- Lead or support cross-departmental initiatives related to enterprise systems functionality and sustainability.
- Support business continuity planning and participate in incident response related to enterprise applications.
- Prepare dashboards, reports, and communications on system performance and utilization for City leadership.
- Performs troubleshooting and assists in resolving end-user enterprise system issues escalated from the IT Help Desk. Assists functional lead users in logging a vendor ticket if necessary.



Specific Duties and Responsibilities (Cont'd).

- Administers enterprise systems security through role-based management and object-level security to protect data, software, and hardware. Creates and manages user profiles and roles. Modifies system workflow and configuration as needs arise.
- Makes recommendations regarding the implementation of computer technology; researches, tests, and recommends new technology; and works with vendors and other jurisdictions to determine best fit and implementation.
- Facilitate the rollout of systems implementation by providing training and documentation to ensure effective stakeholder adoption.
- In addition to the above-mentioned job responsibilities, all positions at the City of Manassas Park are expected to promote a culture of civility, where respectful engagement, open communication, and collaboration are standard practices.



Knowledge, Skills and Abilities Required

- Excellent analytical skills – effective at working with most forms of data and databases.
- Ability to research and compile data, conduct analysis, and provide sound recommendations to support a data-driven decision-making approach.
- Familiarity with ERP systems and applications and working knowledge of how ERP module configurations and data flows can translate the City's requirements to ERP vendors.
- Conflict management and problem resolution skills – ability to identify, confront, and work through complex issues with vendors and internal stakeholders.
- Strong interpersonal skills – effective written and verbal communicator, presenter, and influencer.
- Ability to prepare charts, graphs, and other presentation content to effectively communicate operational performance and other information to internal and external stakeholders.
- Ability to facilitate, support, and reinforce internal training plans and metrics using vendor and general industry content.
- Knowledge of basic accounting principles, rules, standards, and conventions sufficient to understand how data is organized and utilized correctly in the ERP platform.
- Project management skills include organizing and managing tasks, deliverable milestones, project priorities, work plans, change management activities, kick-off meetings, progress reports, and stakeholder interactions.
- Ability to discover, document, and articulate workflows and business processes, and facilitate efforts to improve or add new workflows and business processes.
- Knowledge of basic information technology architecture and operations, and familiarity with software application deployment and integration.
- Ability to create and maintain system and end-user documentation.



Minimum Education and Training

- Bachelor's degree in Computer Science, Information Systems, Information Management, Business, Finance, Public Administration, or related field.
- Three (3) years of experience implementing, administering, or supporting enterprise business applications or ERP systems.
- Experience supporting financial or operational workflows and integration.

Preferred Education and Training

- Experience in local government finance, operations, or technology environments.
- Familiarity with Tyler Technology ERP or comparable systems.
- Experience developing and conducting user training and documentation.

Special Requirements

- A cover letter and resume are required with the application.



ADA Compliance

The City of Manassas Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Manassas Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

1. Work is performed primarily in an office environment with periodic evening meetings.
2. Requires the ability to sit/stand for extended periods and use standard office equipment.
3. May require occasional travel to City facilities/meetings.

Anticipated Hiring Range: \$90,000.00 - \$120,000.00 (DOQ)

If you are interested in becoming a member of our team, you must complete an application form and submit it to the City of Manassas Park, Human Resources Department, 100 Park Central Plaza, Manassas Park, VA 20111, or fax/email: 703-335-1405 / humanresources@manassasparkva.gov You may obtain an employment application by going to the following link: <https://manassaspark.rja.revize.com/forms/3556>

First Submission Review: May 8, 2026

The City of Manassas Park is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

"The Newest City in Northern Virginia"

100 Park Central Plaza, Manassas Park, VA 20111

703-335-8800 | www.manassasparkva.gov

