



Job Announcement

POSTED NOVEMBER 17, 2021

Enterprise Systems Administrator

The Virginia Railway Express (VRE), a growing commuter rail operation connecting Washington, D.C. with Northern Virginia, and surrounding counties, is in need of an Enterprise Systems Administrator, an experienced professional who will be part of a small, close knit and diverse team of information technology professionals. This position reports to our Headquarters located in Alexandria, VA.

Position Description

The Enterprise Systems Administrator will ensure the reliable performance of ERP (Enterprise Resource Planning) systems by providing enterprise applications administration, monitoring system performance, and troubleshooting and resolving any ERP related hardware, software, user access, or other issues.

Requirements

Minimum:

- Any combination of education and experience equivalent to a bachelor's degree in Information Technology or related discipline
- Demonstrated success performing job duties and responsibilities directly related to those of position to include serving as a systems administrator of a financial system, working in a business processing environment (or closely related area), and providing training on various computer software application in a corporate or public sector environment
- Experience managing and/or coordinating programs and projects, prioritizing work, and ensuring program delivery aligns to business goals and objectives
- Experience effectively presenting information both orally and in writing to a wide range of audiences
- Experience effectively using technology, systems, and tools to include Microsoft Office and Outlook
- Must possess a valid driver's license, current auto insurance, and maintain a safe driving record at all times during employment with VRE.
- Ability to work the flexible hours demanded by a transit operation environment.

Preferred:

- Bachelor's degree from an accredited college or university in Information Technology or related discipline
- Experience configuring SharePoint, M365, e-Builder, Azure, AWS, Java, JavaScript, C, C++
- Experience with the configuration of the MUNIS ERP Application
- Public sector/transportation/rail experience

Essential Functions

- Participates on projects to gather user requirements, design, configure, test, and implement ERP systems and applications
- Collaborates with Information Security & Technology team members to and cross-functional divisions and teams to analyze business processes, identify opportunities for improvement, implement business solutions, and enhance enterprise system functionality
- Performs system administration of user security and application permissions of enterprise system

- Analyzes and identifies business process optimization, identifying technical problems, and developing solutions to support business objectives
- Monitors performance and serves as a systems administrator for enterprise applications and integrations from vision, scope, design, development, implementation, deployment, maintenance, and support
- Implements future phased projects in enterprise applications to include planning, communication, testing, implementing, and training
- Maintains a project roadmap for current and future modules and enhancements
- Remains up to date on new features and functionality of enterprise application functionality and provides administration and training to business
- Promotes and contributes to a positive customer service experience
- Maintains a healthy and safe working environment
- Performs other duties and responsibilities as assigned

How to Apply

Qualified candidates interested in applying should submit the following to hr@vre.org or 1500 King Street, Suite 202, Alexandria, VA 22314, no later than Close of Business, December 3, 2021:

- **Professional Cover Letter**
- **Resume** detailing relevant knowledge, skills, abilities, and qualifications relative to required (minimum) and preferred, education and experience
- **(3) Professional References** (to be contacted if selected as a finalist), to include name, relationship, email address as well as phone #

Salary and Benefits

This is a full-time position offering a competitive salary and outstanding benefits (health, dental, vision, life, disability insurance, VRS Retirement, ICMA Supplemental with \$25 match, access to pre-tax childcare and health flexible spending plans, annual and sick leave, 13 holidays, as well as free parking, transportation on our trains, or transit benefits). In addition, VRE offers opportunities for continuing professional development and training.

Projected hiring range: \$95,925.05 thru \$129,780.95, depending upon prior experience and education.

VRE's Mission Statement

The Virginia Railway Express (VRE), a joint project of the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission will provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. VRE will contribute to the economic development of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.

The Virginia Railway Express
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Alexandria, VA 22314
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