MADISON, CITY OF (WI) invites applications for the position of:

Applications Developer (IT Specialist 2)

**SALARY:** $28.83 - $34.21 Hourly  
$2,234.41 - $2,651.49 Biweekly  
$4,841.22 - $5,744.90 Monthly  
$58,094.66 - $68,938.74 Annually

**COMP. GROUP/RANGE:** 18/08

**JOB TYPE:** PERMANENT FULL TIME

**DEPARTMENT:** Information Technology

**OPENING DATE:** 02/15/16

**CLOSING DATE:** 03/06/16 11:59 PM

**GENERAL DESCRIPTION:**
Are you looking for a career in Information Technology with great benefits? The City of Madison offers a competitive benefits package, including a generous leave package, a variety of insurance options at a low cost to employees, and non-traditional benefits such as a free City bus pass and flexible work schedules. A complete listing of benefits can be viewed through the following link: [http://www.cityofmadison.com/HR/documents/EmplBenefitsNonRep.pdf](http://www.cityofmadison.com/HR/documents/EmplBenefitsNonRep.pdf).

This is objective level professional work in the development or support of automated management information systems. This work is characterized by the independent application of professional skills in providing standardized developmental or support activities, and/or serving as a contributing member on more diverse team efforts. Work is performed under the general supervision of a Principal IT Specialist or other supervisor/manager.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**
Development and Support of Custom Programming:

- Analyze customer requirements;
- Write, test, and implement code;
- Adhere to standards, and ensure proper controls and security are within code modules;
- Assist customers with training and usage;
- Prepare documentation;
- Provide backup support for ERP system;
- Perform ERP report writing activities.
Develop Applications Using Accela and Other Tools:

- Participate in analyzing customer requirements;
- Perform administrative functions, such as setting up users, groups, etc;
- Configure screens and workflows according to specifications;
- Perform quality assurance testing;
- Assist customers with training on usage of systems;
- Perform data conversion tasks, such as data mapping and writing code or scripts to reformat data as needed;
- Perform report writing activities by coding, scripting, or using tools such as Crystal Reports or SSRS;
- Perform script writing tasks using languages such as JavaScript, T-SQL, or others;
- Prepare both technical and user documentation as required;
- Troubleshoot problems by interacting with customers and other IT staff (e.g. HelpDesk), and coordinate resolution with appropriate staff;
- Provide backup support to database administrators.

Administrative Duties:

- Include racial equity and social justice considerations in project and initiatives;
- Attend training on technologies as needed;
- Participate in team meetings;
- Perform recordkeeping functions;
- Engage in continuous Customer Communications;
- Participate in on call rotation.

Perform related work as assigned.

MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities:

- Working knowledge of a variety of software development tools and techniques including databases, scripting languages, reporting tools, browsers, and technologies specific to their area of responsibility.
- Ability to work well under pressure.
- Ability to develop realistic estimates, establish realistic schedules and meet deadlines on a consistent basis.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain effective working relationships with internal staff and staff of other agencies.
- Ability to plan and prioritize work assignments.
- Ability to facilitate projects, recommend change and communicate methods.
- Ability to work with both users and project team members to resolve problems in a timely and effective manner.
- Ability to problem solve, apply logic, and perform process identification and systems thinking.
- Ability to quickly learn new technologies that emerge and impact our systems, and resolve any problems involved in integrating them within our systems.
- Ability to resolve problems in a timely and effective manner, and to maintain an awareness of project deadlines and communicate project status, risks, and other issues.
- Ability to multi-task and prioritize responsibilities.
• Ability to work independently.
• Ability to effectively participate in team efforts to improve/develop departmental programs and services.
• Ability to exercise judgment and discretion in completing assigned tasks.
• Ability to determine customer needs and define the scope of projects.
• Ability to follow internal standards and practices.
• Ability to maintain adequate attendance.

Technical Skills needed:

• Working knowledge of or skill in RDBMS systems such as Microsoft SQL;
• Working knowledge of or skill in client/server and n-tier applications and issues related to it;
• Working knowledge of or skill in Windows 7/8/10 desktop OS and database servers;
• Working knowledge of the Microsoft Office Suite of products;
• Working knowledge or skill in object-oriented and scripting languages such as T-SQL, JavaScript, PHP, .NET (VB or C#), and XML constructs;
• Skill in Crystal Reports or SQL Reporting Services;
• Knowledge of or skill in secure coding practices;
• Knowledge of browser-based technologies such as HTML, CSS, Java, ActiveX, certificates, and browser compatibility issues a plus;
• Knowledge of Sharepoint coding a plus.

Training and Experience:

Two years of professional experience in applications development or related work. Such experience would normally be gained following completion of a four year degree from an accredited college or university in computer science or a related field, or completion of an Associate's Degree in computer science or a related field and 2 additional years of directly related experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

SPECIAL REQUIREMENTS:
Ability to meet the transportation requirements of the position.

Employees are expected to participate in on call rotation.

Physical Requirements:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine. Employees must have the physical strength, coordination and acuity inherent to set up, install and test computers as assigned. Employees may be expected to visit sites throughout the City in order to troubleshoot issues.

* The payroll title is Information Technology Specialist 2.
THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE MINORITIES, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.

All applicants are notified by email of the status of their application in each selection process. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement. Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.

As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Engagement and equity are supported; Diversity and differing opinions are valued; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team!

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.cityofmadison.com/hr

APPLICANTS DEVELOPER (IT SPECIALIST 2) Position #2016-00055  
APPLICATIONS DEVELOPER (IT SPECIALIST 2)  
JT

210 Martin Luther King Jr., Blvd.  
CCB Rm 501  
Madison, WI 53703  
608-266-4615

hr@cityofmadison.com
Applications Developer (IT Specialist 2) Supplemental Questionnaire

* 1. Please indicate which of the following languages, development, reporting tools and products that you yourself have used. In the next question you will be asked about your level of expertise with each of these.

- T-SQL
- VB.Net
- C#.Net
- JAVA
- JavaScript
- SQL DBMS
- Oracle DBMS
- Crystal Reports
- SSRS
- SharePoint
- Browser Support
- Point of Sale Systems
- Recreation Management Systems
- Financial Software
- Licensing and Permitting Systems
- Asset Management Systems

* 2. Please indicate your level of experience with each of the items listed in the previous question using a scale of 0 to 5, with 0 being no experience and 5 being an expert.

* Required Question