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

Asset Management Development and Support (IT Specialist 3)

SALARY: $31.66 - $38.04 Hourly
$2,453.35 - $2,948.48 Biweekly
$5,315.59 - $6,388.37 Monthly
$63,787.10 - $76,660.48 Annually

COMP. GROUP/RANGE: 18/10

JOB TYPE: PERMANENT FULL TIME

DEPARTMENT: Information Technology

OPENING DATE: 07/26/16

CLOSING DATE: 10/30/16 11:59 PM

GENERAL DESCRIPTION:
This recruitment will remain open until the position is filled, however the first review of applications is expected to occur on or near August 11, 2016.

The City of Madison, Wisconsin is looking for a professional who is focused on innovative local government information management, committed to the highest levels of ethical behavior and driven to help foster top-notch and inclusive services in an equitable manner and at an exceptional value to citizens.

Rated as the top medium sized city (population 243,000) in the U.S. by Livability.com, Madison has a highly educated workforce, a diverse and rich array of cultural and recreational activities, incredible natural beauty with its lakes and parks, and a growing economy focused on education, health care and technology. Madison is a city of neighborhoods that seeks continuous improvement in achieving opportunity for all.

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. View a complete listing of benefits.

This advanced-level professional position will provide primary I.T. support for asset management systems for the City. This level is characterized by responsibility for the development and implementation of automated systems and major system components, or the development and implementation of support systems and programs, as assigned. Work may involve some team leader responsibility on specific projects, as assigned, and is performed
under the general direction of a Principal IT Specialist or Applications Development Manager.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Perform business analysis with customers to determine requirements and communicate those to technical staff, providing technical consultation and training to staff when necessary.
- Contact vendors; evaluate products; participate with RFP's; identify outstanding issues with integration of the CMMS with the GIS system and coordinate such with GIS System Analyst, providing support as needed.
- Develop and maintain management and operation analytic support tools (ex. dashboard); 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;
- Include racial equity and social justice considerations in projects and initiatives;
- Attend training as needed; participate in team meetings; prepare status reports and other communications; participate in on call rotation; perform recordkeeping duties.
- Perform related work as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:**

- Thorough knowledge of: asset management or computerized maintenance management systems (CMMS); a variety of software development tools and techniques including databases, scripting languages, reporting tools, browsers, and technologies specific to the area of responsibility; desktop, server, and browser-based computer system technology (hardware and software) and its effective application; and computer system design and business process analysis.
- Working knowledge of management information system networking considerations.
- Ability to: communicate effectively both orally and in writing; develop and maintain effective working relationships with internal staff and staff of other agencies; effectively participate in team efforts to improve/develop departmental programs and services; and successfully work with multicultural communities.
- Ability to: problem solve, apply logic, and perform process identification and systems thinking; perform business analysis to determine customer needs and define the scope of projects; evaluate software and recommend purchase; learn new technologies that emerge and impact our systems, and resolve any problems involved in integrating them within our systems; and provide consultation, training and leadership to lower level staff.
- 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; and multi-task and prioritize responsibilities.
- Ability to: exercise considerable judgment and discretion in completing assigned tasks; and maintain adequate attendance.

**Technical Skills and Experience:**

- Knowledge or experience working in a Microsoft shop; including databases and scripting tools.
- Experience with Crystal Reports or SQL Reporting Services
- Knowledge or experience with secure coding practices.
Training and Experience:

Six years of objective-level professional experience in application programming and/or supporting CMMS. An Associate's or Bachelor's degree in computer science or a related field may be substituted for two of the 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 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

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Position #2016-00029

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

hr@cityofmadison.com