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

Contract Management System Development Lead (IT Specialist 4)

**SALARY:** $34.21 - $41.30 Hourly  
$2,651.49 - $3,201.05 Biweekly  
$5,744.90 - $6,935.61 Monthly  
$68,938.74 - $83,227.30 Annually

**COMP. GROUP/RANGE:** 18/12

**JOB TYPE:** PERMANENT FULL TIME

**DEPARTMENT:** Information Technology

**OPENING DATE:** 04/01/16

**CLOSING DATE:** 04/24/16 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 responsible professional, supervisory and administrative work involving the coordination of the City's Contract Management System. This includes:

- strategic and tactical planning;
- prioritizing systems projects;
- promoting the sharing of resources;
- resolving conflicts in operations;
- coordinating external collaboration;
- managing enterprise systems policies and standards; and
- managing enterprise operations.

This position will provide primary I.T. development and support for complex contract management systems for the City. This is advanced-level professional work in the development or support of automated management information systems. 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. This work requires considerable judgment, discretion and expertise in the
development or support of highly complex and diverse management information systems. Work will involve team leader responsibility on specific projects, as assigned, and is performed under the general direction of a Principal IT Specialist or Applications Development Manager operating with considerable independence in meeting established objectives.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**Coordinate Enterprise Contract Management Activities:**

- Project planning
- Strategic and tactical planning;
- Managing enterprise systems policies and standards;
- Prioritizing projects;
- Promoting the sharing of resources;
- Coordinating and facilitating external collaboration;
- Managing enterprise operations from an IT perspective;
- Act as consultant on projects and RFP’s for contract management related systems;
- Ensure adherence to best practices and City policies and procedures related to contract management systems;
- Coordinate efforts of other staff.

**Support for 3rd Party Software:**

- 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;
- Perform administrative functions, such as setting up users, printers, groups, etc.
- Configure screens and workflows, test, and train customers;
- Data conversion tasks;
- Report writing;
- Prepare documentation;
- Troubleshoot problems and coordinate with vendor to resolve.

**Serve as Project Manager or High Level Technical Specialist on large projects or multiple smaller projects, as well as lead other staff on component assignments:**

- Work with customers to determine requirements;
- Write requirements and specifications to be used by other staff;
- Provide technical consultation and training to others;
- Contact vendors; evaluate products; and participate with RFP's.

**Internal Administrative Tasks:**

- Include racial equity and social justice considerations in projects and initiatives;
- Participate in Team Meetings;
- Prepare status reports and other communications;
- Coordinate the efforts of other staff;
- Participate in on call rotation;
- Train on technologies as needed.

Perform related work as assigned.
MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities:

- Thorough knowledge of contract management processes, including contract follow up and compliance.
- Thorough knowledge of desktop, server, and browser-based computer system technology (hardware and software) and its effective application.
- Thorough knowledge of multiple programming languages.
- Ability to problem solve, apply logic, and perform process identification and systems thinking.
- Ability to learn new technologies that emerge and impact our systems, and resolve any problems involved in integrating them within our systems.
- Ability to learn quickly.
- Ability to pay close attention to detail.
- Ability to work well under pressure.
- 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 troubleshoot and resolve hardware and software computer malfunctions.
- Ability to find answers to problems by various support means including Internet sites, vendors, listservs or peers.
- Ability to evaluate software and recommend purchase.
- Ability to develop realistic estimates, establish realistic schedules and meet deadlines on a consistent basis.
- Ability to read, understand and interpret a variety of documents such as business requirements, technical specifications, instructions, and policy and procedure manuals.
- Ability to determine customer needs and define the scope of projects.
- Ability to effectively participate in team efforts to improve/develop departmental programs and services.
- Ability to develop and maintain effective working relationships with internal staff and staff of other agencies.
- Ability to communicate effectively in writing and orally with City staff, vendors and the public.
- Ability to meet with individuals and groups in face-to-face settings.
- Ability to work with both users and project team members to resolve problems in a timely and effective manner.
- Ability to represent department interests in sensitive interaction with customers and in vendor negotiations.
- Ability to provide consultation, training and leadership to others.
- Ability to provide project leadership, and to plan, assign, and evaluate subordinate workers.
- Ability to multi-task and prioritize responsibilities.
- Ability to simultaneously manage multiple projects of the most complex nature and resolve conflicts.
- Ability to facilitate projects, recommend change and communicate methods.
- Ability to exercise considerable judgment and discretion in completing assigned tasks.
- Ability to work independently;
- Ability to maintain adequate attendance.

Technical Skills:

- Knowledge of RDBMS systems such as SQLServer or Oracle; Client/server and n-tier
applications and issues related to it; and Windows 7/8 desktop OS and database servers.

- Knowledge of the Microsoft Office Suite of products.
- Knowledge of object-oriented and scripting languages, such as T-SQL, .NET (VB or C#), and XML constructs.
- Skill in Crystal Reports or SQL Reporting Services.
- Knowledge of secure coding practices.
- Knowledge of browser-based technologies such as HTML, CSS, and browser compatibility issues a plus.

Training and Experience:

Six years of advanced-level professional experience in applications development, including at least one year in a technical or project leadership capacity. 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 may be expected to visit sites throughout the City in order to troubleshoot issues.
Contract Management System Development Lead (IT Specialist 4) Supplemental Questionnaire

* 1. PLEASE READ CAREFULLY - WRITTEN RESPONSE REQUIRED. Describe your experience implementing and/or supporting 3rd party software packages and purchased applications. Indicate the ones you've supported, what they were used for, and your role in the project. By checking this box, I acknowledge that my responses to the supplemental questions may be used as part of the selection process and may be used to determine whether or not I move forward in this recruitment process. I also acknowledge that my responses will be evaluated on my writing ability; which includes spelling, grammar and my ability to express my thoughts in a logical fashion, while clearly communicating my proper intentions. By checking this box, I acknowledge that my response to this question is required and must be submitted as an attachment in the "Attachment" section of the application with a maximum length of one (1) page. (If you haven't already attached your response, please return to your application to do so before submitting your application.)

☐ Acknowledgement

* 2. PLEASE READ CAREFULLY - WRITTEN RESPONSE REQUIRED. Describe how you approach analyzing user needs, determining requirements and developing specifications. Please include specifics on how you communicate with users and other IT staff to accomplish this. Explain your specific role on the project. By checking this box, I acknowledge that my responses to the supplemental questions may be used as part of the selection process and may be used to determine whether or not I move forward in this recruitment process. I also acknowledge that my responses will be evaluated on my writing ability; which includes spelling, grammar and my ability to express my thoughts in a logical fashion, while clearly communicating my proper intentions. By checking this box, I acknowledge that my response to this question is required and must be submitted as an attachment in the "Attachment" section of the application with a maximum length of one (1) page. (If you haven't already attached your response, please return to your application to do so before submitting your application.)

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* Required Question