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

Senior IT Applications Development Specialist

**SALARY:** $29.93 - $35.97 Hourly  
$2,319.64 - $2,787.78 Biweekly  
$5,025.89 - $6,040.19 Monthly  
$60,310.64 - $72,482.28 Annually

**COMP. GROUP/RANGE:** 18/10

**JOB TYPE:** PERMANENT FULL TIME

**DEPARTMENT:** Information Technology

**OPENING DATE:** 07/11/14

**CLOSING DATE:** 08/04/14 11:59 PM

**GENERAL DESCRIPTION:**  
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. Work may involve leadership responsibility on specific projects, as assigned and is performed under the general direction of a senior level professional or supervisor. This position will provide primary I.T. support for financial and asset management systems for the City.

**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.

**Support for Third Party Software**  
Analyze customer requirements. Perform administrative functions, such as setting up users, printers, groups, etc. Configure screens and workflows. Conduct testing. Train customers. Perform data conversion tasks. Write reports and prepare documentation. Troubleshoot problems and coordinate with vendor to resolve.

**Project Leader on smaller projects and/or components of larger projects**  
Work with customers to determine requirements. Write requirements and specifications to be used by other staff. Provide technical consultation and training to lower level staff. Contact
vendors. Evaluate products. Participate with the Request For Proposal process.

**Administrative Duties**
Train on technologies as needed. Participate in team meetings. Perform recordkeeping functions.

**Analysis on Financial and Asset Management related systems and processes**
Perform analysis on financial and asset management related systems and processes. Act as consultant on projects and Request For Proposals for financial and asset management related systems. Ensure adherence to best practices and City policies and procedures related to financial transactions and processing, and asset management systems.

Perform related work as required.

**MINIMUM QUALIFICATIONS:**

Knowledge, Skills and Abilities:

Working knowledge of professional accounting theory, principles and practices. Working knowledge of asset management or computerized maintenance management systems (CMMS). Ability to problem solve, apply logic, and perform process identification and systems thinking. Ability to evaluate software and recommend purchase. Ability to exercise judgment and discretion in completing assigned tasks. Ability to determine customer needs and define the scope of projects. Ability to learn and resolve any problems involved in integrating new emerging technologies that impact current systems. Ability to provide advice, consultation, and training to diverse user groups. Ability to train and mentor customers in related hardware and software uses. Ability to develop and maintain effective working relationships and interact with customers, fellow employees, vendors and the general public in a courteous and professional manner. Ability to be flexible in order to meet the needs of the customers. Ability to communicate effectively and in a clear and concise manner, both orally and in writing. Ability to effectively participate in team efforts to improve/develop departmental and team processes and services. Ability to lead projects and participate as a member of a project team. Ability to maintain adequate attendance.

**Technical Skills needed:**

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

**Training and Experience:**

Two years of objective-level professional experience comparable to that gained as a Management Information Specialist 2 with the City of Madison in the appropriate specialty area, OR four years of professional experience in project development/management and technical
support activities in the appropriate specialty area, following completion of a bachelor's degree in computer science or a related field. 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:**

**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. Must have the ability to move personal computer hardware weighing up to 50 pounds.

*The payroll title for this position is Management Information Specialist 3*

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**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  
210 Martin Luther King Jr., Blvd.  
Madison, WI 53703  
608-266-4615  
hr@cityofmadison.com  

Position #2014-00221  
SENIOR IT APPLICATIONS DEVELOPMENT SPECIALIST  
JT
Senior IT Applications Development Specialist 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 System
- Financial Software
- Licensing and Permitting System
- Asset Management System

* 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.

* 3. 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. 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 two (2) pages. (If you haven't already attached your response, please return to your application to do so before submitting your application.)

- Acknowledgement

* 4. 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. Provide an example of a project you've worked on and explain your specific role as it relates to this question. 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. 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 two (2) pages. (If you haven't already attached your response, please return to your application to do so before submitting your application.)

- Acknowledgement

* Required Question