# CITY OF MADISON POSITION DESCRIPTION

1.  Name of Employee (or "vacant"):

    Eric Olson

    Work Phone: 261-9267.

2.  Class Title (i.e. payroll title):

    IT Specialist 4

3.  Working Title (if any):


4.  Name & Class of First-Line Supervisor:

    Sarah Edgerton, Principal IT Specialist
    Work Phone: (608) 261-9642

5.  Department, Division & Section:

    Information Technology

6.  Work Address:

    City-County Building

7.  Hours/Week: 38.75

    Start time: 8:00 a.m.      End time: 4:30 p.m.

8.  Date of hire in this position:


9.  From approximately what date has employee performed the work currently assigned:

    N/A

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10.  Position Summary:

     This is professional leadership work in the development or support a complex automated management information system for the City's website with an enterprise-wide focus. This work requires considerable judgment, discretion, and expertise in the development or support of highly complex and diverse management information systems. Work is characterized by significant technical or project leadership responsibility for the development and implementation of specified technology areas. Employees may be expected to supervise lower-level employees on a project basis, and provide general leadership to lower-level staff. Employees work under the general supervision of a Principal IT Specialist or the Applications Development Manager and operate with considerable independence in meeting established objectives.

11.  Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

     25%    A.  Development and support of enterprise-wide custom programming
                1.  Collect business requirements
                2.  Write speficiations for projects

3. Project Manage the project, assiging resources and working with management for allocation of resources
4. Oversee the implementation of codeAdhere to standards, ensure proper controls and security within Drupal modules.
5. Assist customers with training and usage
6. Prepare documentation
7. Keep current with tools and technologies to develop and support custom systems.
8. Train other staff to support custom systems.

25%   B. Server administrator for the IIS server
     1. Collect business requirements
     2. Support security requirementsPrepare Documentation
     3. Troubleshoot problems and coordinate with Information Technology staff and vendorsto resolve
     4. Maintain currency of IIS Servers
     5. Train other staff to support IIS Servers

25%   C. Serve as Project Manager or High Level Technical Specialist on enterprise-wide projects or multiple smaller projects as well as lead other staff on component assignments
     1. Work with customers to determine requirements
     2. Write requirements and specifications to be used by other staff
     3. Provide technical consultation and training to lower level staff
     4. Contact vendors; evaluate products; participate with RFP's

5%   D. Internal Administrative Tasks
     1. Training on technologies as needed
     2. Team Meetings
     3. Recordkeeping
     4. Prepare status reports and other communications

20%   E. Perform or lead staff on systems and processes
     1. Perform analysis on enterprise-wide systems and processes
     2. Act as consultant on projects and RFP's for enterprise-wide systems.
     3. Ensure adherence to best practices and City policies and procedures related to such systems.
     4. Plan, assign, lead and monitor other IT Specialists, including training other staff and recommending 3rd party training for them.

12.   Primary knowledge, skills and abilities required:

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 problem solve, apply logic, and perform process identification and systems thinking. Ability to effectively participate in team efforts to improve/develop departmental programs and services. 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 maintain adequate attendance. As new technologies emerge that impact our systems, Management Information Specialists are expected to learn and resolve any problems involved in integrating them within our systems.

Technical Skills needed: Expert knowledge and experience with 7/8/10 desktop OS and database servers, RDBMS systems such as SQL; Client/server and n-tier applications and issues related to it; Good familiarity of the Microsoft Office Suite of products. Expert knowledge and experience with object-oriented and scripting languages such as T-SQL, PHP, and XML constructs. Good knowledge and experience with browser-based technologies such as HTML, CSS, and browser compatibility issues a plus. Experience with Crystal Reports or SQL Reporting Expert knowledge and experience with SSL certificates a plus. Expert knowledge and experience with secure coding practices.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

Keyboard Skills

16. Supervision received (level and type):

Work is performed under general supervision

17. Leadership Responsibilities:

This position:  ☐  is responsible for supervisory activities (Supervisory Analysis Form attached).
                ☐  has no leadership responsibility.
                ☒  Provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐  I prepared this form and believe that it accurately describes my position.
☒  I have been provided with this description of my assignment by my supervisor.
☐  Other comments (see attached).

_____          ____11/16/15_____
EMPLOYEE                                                   DATE

19. Supervisor Statement:

☒  I have prepared this form and believe that it accurately describes this position.
☐  I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐  I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐  I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐  Other comments (see attached).

_____          ____11/16/2015_____
SUPERVISOR                                                DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.