CITY OF MADISON POSITION DESCRIPTION

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

      Eric Olson

      Work Phone: 261-9267

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

      Management Information Specialist 3

3.   Working Title (if any):

      Web Developer

4.   Name & Class of First-Line Supervisor:

      David Faust

      Work Phone: (608) 267-4909

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:

      Start date for this goes here

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

      N/A

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10.   Position Summary:

      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 some team leader responsibility on specific projects, as assigned and is performed under the general direction of a senior level professional or supervisor

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

      35%   A.   Development and Support of Custom Programming
                  1.   Analyze customer requirements via interviews, meetings, and observing existing practices.
                  2.   Write, test, and implement code using current tools
                  3.   Adhere to standards, ensure proper controls and security within code modules.

4. Assist customers with training on usage of systems
5. Prepare both technical and user documentation as required
6. Communicate with, coordinate and follow up with both customers and IT staff

10%   B. Support for 3rd Party Software
1. Analyze customer requirements via interviews, meetings, and observing existing practices
2. Adminstrative functions - settting up users, printers, groups, etc.
3. Configure screens and workflows according to specifications
4. Perform quality assurance testing
5. Assist customers with training on usage of systems
6. Data conversion tasks such as data mapping and writing code or scripts to reformat data as needed
7. Report writing by coding, scripting, or using tools such as Crystal Reports or SSRS
8. Script writing using languages such as ColdFusion, JavaScript, T-SQL
9. Provide technical consultation on SharePoint
10. Prepare both technical and user documentation as required
11. Troubleshoot problems by interacting with customers and other I.T. staff (e.g. HelpDesk) and coordinate resolution with appropriate staff

35%   C. Act as Project leader on projects
1. Work with customers to determine requirements
2. Write technical requirements and specifications to be used by other I.T. staff
3. Provide technical consultation and training to other I.T. staff
4. Contact vendors; evaluate products using prepared criteria; participate with RFP's by writing requirements and evaluating responses
5. Coordinate staff time within IT and in other City agencies for Quality Assurance testings, meetings, and review of software applications.

10%   D. Internal Administrative Tasks
1. Attend training on technologies as needed
2. Team Meetings – prepare and follow up, participate in meetings
3. Recordkeeping such as time spent on various tasks, tracking progress on tasks and recording new assignments

10%   E. Assist Team Leader
1. Serving as backup in Team Leader's absence
2. Assist on assigning tasks on projects where this position is the project manager.
3. Represent I.T. at meetings with internal and external customers.
4. Administer in-house software in the absence of others
5. Represent the web team at weekly technical change meetings

12.   Primary knowledge, skills and abilities required:

Ability to communicate effectively both orally and in writing. Project management experience on projects typically involving one or more agencies, but not enterprise-wide in scope. 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: Knowledge and experience with RDBMS systems such as SQL; Client/server and n-tier applications and issues related to it; Windows 2000/XP/7 desktop OS and database servers. Good familiarity of the Microsoft Office Suite of products. Knowledge and experience with object-oriented and scripting languages such as T-SQL, JavaScript, PHP, .NET (VB or C#), and XML constructs. Exposure to browser-based technologies such as HTML, CSS, Java, ActiveX, certificates, and browser

compatibility issues a plus. Experience with Crystal Reports or SQL Reporting Services a plus. Knowledge and experience with secure coding practices.

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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 direct supervision

17.   Leadership Responsibilities:

This position:
- [ ] is responsible for supervisory activities (Supervisory Analysis Form attached).
- [x] 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).

_____   _____
EMPLOYEE   DATE

19.   Supervisor Statement:

- [x] 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).

_____   _____
SUPERVISOR   DATE

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