

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
John Schwoerer
Work Phone: (608) 261-4119
2. Class Title (i.e. payroll title):
IT Specialist 2
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Bill Zeinemann
Work Phone: (608) 261-4010
5. Department, Division & Section:
Monona Terrace, Audio Visual Department
6. Work Address:
1 John Nolen Drive, Madison, WI 53703
7. Hours/Week: 37.75
Start time: 7:00am End time: 3:30pm
8. Date of hire in this position:
2/01/2013
9. From approximately what date has employee performed the work currently assigned:
3 years

10. Position Summary:

This is a professional leadership/supervisor work in deploying and managing complex Audio Visual and Information Technology systems. This work involves managing and integrating complex systems across multiple disciplines. This role performs budgetary and procurement for the MT AV/IT department. This position requires considerable judgment and ability to make good decisions independently. Also, this positions project manages new technology installations at MT. This position provides general supervision to two MT Technical Services Specialists and part time stagehands.

- 30% A. Oversee Monona Terrace Audio Visual / IT Department
1. Manage two fulltime Technical Services Specialists and part time staff members
 2. Setup and maintain Audio Visual Equipment rental contracts
 3. Develop short and long term plans to meet client technology needs
 4. Oversee and maintain MT inventory of AV/IT equipment
 5. Manage day to day operations of computerized MT lighting system

6. Work with MT Clients to provide custom AV solutions

15% B. Financial Management

1. Provide operating and capital budget requests for Audio Visual Equipment and Computer, Server and Network equipment
2. Coordinate and manage operating and capital expenditures
3. Follow the City's purchasing process to procure equipment and services for operating and capital purchases. Use MUNIS to generate requisitions, purchase orders and pay invoices.
4. Attend budget meetings

50% C. Management MT Technology Systems

1. Manage day to day operations of wired and wireless networks
2. Manage day to day operations of virtual server hosts
3. Manage day to day operations of backup systems
4. Manage day to day operations of MT's phone and voicemail system
5. Manage day to day operations of MT's two-way radio system
6. Manage and trouble shoot network security cameras
7. Coordinate and manage MT cell phones
8. Analyze, research, recommend, coordinate and implement upgrades, enhancements to MT's computer network or server systems.
9. Manage backup ISP (Internet) connections to MT
10. Setup and maintain software and hardware maintenance for IT equipment.
11. Maintain network documentation
12. Work with MT Clients to provide custom IT solutions

5% D. Perform relate work as required

1. Attend Management Meetings
2. Perform other technical services as required
3. All other duties as assigned

12. Primary knowledge, skills and abilities required:

Ability to recommend hire, train, supervise, evaluate and recommend discipline for MT Technical Services Specialists and Stagehands. Ability to manage the work of staff and consultants at a variety of technical skill levels. Ability to lay out, plan, and review work. Ability to meet project schedules and timelines. Ability to work effectively on several projects concurrently. Ability to work well under pressure. Ability to work independently, manage multiple complex projects on an ongoing basis. Ability to facilitate projects, recommend change and communicate methods. Manage Wide Area Network and Local Area Network equipment/connections and related repair work. Ability to develop, implement, patch/update and monitor MT network and server performance. Ability to evaluate hardware and software and recommend purchase. Ability to develop budget recommendations and to prepare and maintain records relative to Audio Visual Equipment, Network and Server equipment. Ability to deal tactfully and courteously with building patrons and to establish and maintain a satisfactory working relationship with subordinates, agency staff, staff of other agencies. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

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).

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).

SUPERVISOR

DATE

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