

# IT PROJECT COORDINATOR *(Updated Salary)*

## Recruitment #1606-4353-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DOA - INFO & TECH MGT DIV
<b>Open Date</b>	6/9/2017 3:00:00 PM
<b>Filing Deadline</b>	7/5/2017 11:59:00 PM
<b>HR Analyst</b>	Kristin Urban

## INTRODUCTION

### What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## PURPOSE

Under the guidance of the Applications Integration Manager, the IT Project Coordinator facilitates software integration, development and upgrade projects.

## ESSENTIAL FUNCTIONS

- Collaborate with City staff to identify and define project requirements, scope and objectives, serving as the point of contact to communicate project status to all participants and to ensure that user departments' needs are met; direct preparation of reports on customer service activities and City service delivery.
- Coordinate project activities, resources, equipment and information, including preparation of project proposals, timeframes, schedule and budget; monitor and track project progress and handle issues that arise.
- Utilize project management tools to monitor working hours, budget, plans and money spent.
- Document new systems and features and work with user departments to create and maintain comprehensive project documentation, plans and reports; develop training materials and assist in training system users.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **CONDITIONS OF EMPLOYMENT**

- Occasional evening and weekend work may be required to troubleshoot issues and to meet customer data and training needs.

## **MINIMUM REQUIREMENTS**

1. Bachelor's Degree from an accredited college or university in computer science, information technology, business administration or a closely related field.
2. Two years of professional-level experience performing functions including IT project coordination and allocation of resources for enterprise-level applications.
3. Valid Wisconsin Driver's License at the time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered.*

**IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application.*

*Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Ability to provide user support and to explain technical concepts in terms that users can apply
- Ability to interview end-users for insight regarding functionality, interface, problems and/or usability issues
- Ability to conduct research regarding software-related issues and products
- Ability to analyze software issues to ensure consistent functionality
- Ability to address and resolve errors or omissions in work before it is complete
- Ability to provide effective end-user support
- Skill in systems analysis
- Skill in training technical and non-technical staff
- Ability to prioritize and execute tasks in a high-pressure environment
- Interpersonal skills to interact with individuals at all levels within and outside the organization
- Highly self-motivated and directed

## **CURRENT SALARY**

The annual salary range (2GX) for residents is \$56,767 - \$72,063 and the annual salary range for non-residents is \$55,374 - \$70,295. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

## **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE:** The examination will be held as soon as practical after **June 29, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.