

# IT PROJECT COORDINATOR

## Recruitment #2604-4672-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	Friday, May 8, 2026
<b>Filing Deadline</b>	Friday, May 29, 2026
<b>HR Analyst</b>	Rebecca Bird

## INTRODUCTION

*The City of Milwaukee is proud to employ a diverse workforce dedicated to delivering exceptional service to its residents. If you have a passion for being part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

The IT Project Coordinator manages and aligns resources for hardware and software integration, development and upgrade projects.

## ESSENTIAL FUNCTIONS

### Project Requirements, Scope, and Objectives

- Gather and document operational and technical requirements; work with end-users and other stakeholders to improve operational efficiencies.
- Collaborate with the Milwaukee Police Department (MPD) staff to identify and define project requirements, scope and objectives.
- Serve as the point of contact to communicate project status to participants and provide support to staff throughout implementation.
- Ensure that MPD units' needs are met as the project evolves.
- Develop bid and request for proposal (RFP) documents.

### Project Coordination

- Coordinate project activities, resources, equipment and information, including preparation of project proposals, timeframes, schedules, and budgets.
- Monitor, track, and document project progress and handle issues that arise.
- Use project management tools to monitor working hours, budget, plans and money spent.
- Schedule Microsoft Teams meetings with agendas and facilitate discussions to meet the required goals within project deadlines.

### Documentation, Reporting, and Training

- Maintain documentation on the progress of projects and prepare reports for the command staff concerning deliverables and project status.
- Work with users to create and maintain comprehensive project documentation, plans, and reports.
- Develop training materials and assist with training system users.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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 the department's data and training needs.

**NOTE: Candidates must pass an MPD background investigation before hire. Per the Criminal Justice Information Services (CJIS) security policy, your application will be rejected if you have been convicted of a felony.**

## MINIMUM REQUIREMENTS

1. Bachelor's degree in information technology, computer science, business administration, or a related field from an accredited college or university.
2. Two years of professional-level experience performing functions including information technology (IT) project management, systems configuration, and process mapping for large-scale applications.
3. Valid driver's license at the time of appointment and throughout employment.

***Equivalent combinations of education and experience may also be considered; however, two years of professional-level experience performing IT project management, systems configuration, and process mapping for large-scale applications is required and cannot be substituted for education.***

*NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process before extending any job offers.*

## DESIRABLE QUALIFICATIONS

- Project Management Profession (PMP) certification.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of the principles and best practices of IT project management, systems configuration, and process mapping.
- Proficiency using Microsoft Office productivity tools and the Microsoft Office Suite.
- Knowledge of project management applications.
- Ability to read and interpret job-related technical documents, policies, and procedures.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to understand purchasing and budget processes.
- Ability to conduct research regarding software-related issues and products.
- Ability to monitor staff work activities, assign duties, outline work methods, direct work in progress, and check or inspect completed work.

### Communication and Interpersonal

- Written communication skills to produce clear and concise memos, reports, project documentation, job aids, and training materials.
- Verbal communication skills to share information and respond to questions.

- Knowledge of customer service best practices and the ability to effectively integrate them into operational processes.
- Ability to remain calm in stressful situations, communicate efficiently, and seek solutions toward resolution.
- Training skills, including the ability to communicate technical information understandably to both technical and non-technical staff.
- Skill in interviewing end-users for insight into functionality, interfaces, problems, and usability issues.
- Ability to maintain effective working relationships with fellow staff, management, contractors, consultants, elected officials, other City staff, community partners, and outside agencies.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

#### **Judgment and Professionalism**

- Ability to work independently and function as part of a team.
- Analytical skills and familiarity with process-driven problem-solving methods to address software issues and ensure consistent functionality.
- Attention to detail and the ability to resolve errors or omissions in work in progress.
- Ability to perform work with a high degree of accuracy, detail, and quality.
- Planning and organizational skills to complete assignments promptly.
- Ability to work in a fast-paced environment and adapt to changing protocols and shifting priorities.
- Ability to maintain confidentiality.
- Honesty, integrity, and the ability to use City resources responsibly.

### **CURRENT SALARY**

The current salary range (Pay Range 2JX) is **\$72,768-\$95,390** annually, and the resident incentive salary range is **\$75,678-\$99,206** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

#### **BENEFITS**

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Wisconsin Retirement Systems (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job-related and will consist of one or more of the following: an evaluation of education, experience, and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured

interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** – The selection process will be held as soon as practical after the deadline listed above. 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 selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

### **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting <http://city.milwaukee.gov/jobs>.
- If you need assistance with completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

### **CONCLUSION**

#### **EEO 203**

**The City of Milwaukee values and encourages diversity and is an equal opportunity employer.**