IT PROJECT COORDINATOR

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	4/5/2019 08:00:00 AM
Filing Deadline	4/26/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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.

PURPOSE

Under the direction of Police Information Systems Director, the IT Project Coordinator manages and coordinates resources for hardware and software integration, development, and upgrade projects.

ESSENTIAL FUNCTIONS

- Collaborate with MPD staff to identify and define project requirements, scopes, 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.
- Maintain documentation on progress of projects, and prepare reports for command staff concerning deliverables and project status.
- Gather and document operational and technical requirements for new and replacement systems by working with end-users and other stakeholders and researching new and emerging technologies that may improve operational efficiencies.
- Develop bid and request for proposal (RFP) documents.
- 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.
- Use project management tools to monitor working hours, budget, plans, and money spent.
- Document new systems and features.
- Work with users to create and maintain comprehensive project documentation, plans, and reports.
- Develop training materials, and assist with 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 the department's data and training needs.

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.

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. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.

DESIRABLE QUALIFICATIONS

- Project Management Profession (PMP) certification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- 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 and project management, systems analysis, and coordination skills.
- Ability to read and interpret job-related technical documents, policies, and procedures.
- Knowledge of mathematics as well as an understanding of purchasing and budget processes.
- Written communication skills and the ability to produce clear and concise memos, reports, project documentation, job aids, and training materials.
- Oral communication, presentation, and training skills so as to provide end-user support and training in easily-understood terms.
- Interpersonal skills to be able to work effectively and cooperatively across functional levels in a quasi-military organization with people whose backgrounds may differ from one's own.
- Customer service skills to be able to professionally assist internal and external customers.
- Skill in interviewing end-users for insight into functionality, interfaces, problems, and usability issues.
- Analytical skills and familiarity with process-driven problem-solving methods to be able 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 conduct research regarding software-related issues and products.
- Planning and organizational skills in order to complete assignments in a timely manner.
- Ability to work in a fast-paced environment and adapt to changing protocols and shifting priorities.
- Ability to work well both independently and within a team.
- Honesty, integrity, and the ability to maintain confidentiality regarding all work activities.

CURRENT SALARY

The current salary range (Pay Range 2GX) for City of Milwaukee residents is $56,767-$72,0633 annually, and the non-resident salary range is $55,374-$70,295. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

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

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 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/Benefits2019#.XBrIQE2ot6A.

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 and the Milwaukee Police Department reserve 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 **Friday, April 26, 2019**. 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.

* NOTE: Candidates must pass a Milwaukee Police Department background investigation before hire. *

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, http://city.milwaukee.gov/jobs.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or 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.