



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Senior Project Analyst <b>Job Class:</b> 2632		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> School and Community Services	<b>DIVISION</b> Facilities and Maintenance Services
<b>BARGAINING UNIT:</b> Local 1616		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Responsible in assisting the Manager of Accounting and Technology with the overall coordination of the Information Technology Group including database administration, client/server technology, application development, internet/intranet systems, LAN and WAN and overseeing systems training and documentation. Connects the people, processes and technology required to ensure that the goals and objectives are accomplished within prescribed time frames and funding parameters with the Manager of Accounting and Technology.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Meets with appropriate groups to connect the people, processes and technology required to successfully develop each project. Confers with division personnel to resolve facility issues and develops ways to improve business processes and streamline information sharing through technology. Works with the end result of creating better, faster, less expensive systems for the users. Provides project information to schools/departments in the form of Internet/Intranet systems, communicating to the schools through e-mail, telephone and personal (in service) meetings. Reviews project requests to ensure they are in line with business objectives, funding, standards and codes.
2. Serves as project leader in developing the scope of each project by projecting time lines, allocating resources and creating non-conflicting schedules that complement the efforts of the entire team. Supervises the IT staff and contract employees to attain specific goals and meet project time lines. Maintains efficiency in the IT Department by creation of, implementation of and adherence to a manual of policies and procedures as defined by the division. Promotes effective standards for software development and a positive team environment. Facilitates the use of state of the art, integrated technology for a faster, better and less expensive IT system. Continues to research and test dynamic technologies and brings them to the attention of the IT Comprehensive Plan Team.
3. Develops systems with the following tools; Sybase Powerbuilder version 6.0/7.0, Client/Server distributed Powerbuilder, EASTUDIO version 3.5, Sybase Powerbuilder web development, Erwin (data modeling), Logical and physical database design, Oracle PL/SQL, Oracle Enterprise version 8, Office 95, 97 or 2000/Excel and Word, Windows 95/98/2000, WIN NT Operating Systems.

4. Maintains Oracle databases and structures and acts as the Oracle Database Administrator.
5. Prepares the IT budget, IT schedules, IT specific plans and updates each item.
6. Assists in the overall development of the five year Information Technology (IT) Comprehensive Plan, parallel to the capital construction program and division operations budget.
7. Provides Help Desk support by answering the phone in a professional manner, logging each problem into the Computerized On line Work order System (COWS) and professionally resolving each problem by solving the problem or connecting the user to a person that can solve the problem.
8. Communicates project activities and potential roadblocks daily with the Manager of Accounting and Technology. Resolves user concerns, team conflicts and extended project timelines.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Limited supervision required. Implements overall plans as developed by the Manager of Accounting and Technology. Plans and arranges own work schedules.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates various personnel to complete projects as assigned. Assigns duties, outlines methods, directs the work in progress, tests and reviews completed projects and signs and approves each project plan with the Manager of Accounting and Technology.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Computer Science, Information Systems or related field.  
Valid State of Wisconsin Motor Vehicle Operators License and availability of a properly insured personal vehicle at time of appointment and during employment.

**Experience Requirements**

Five years of progressive IT experience, three years experience as a project leader.

**Knowledge, Skills, and Abilities**

Ability to analyze complex and difficult problems involving frequent changing conditions. Works effectively with people and is able to bring the technology, people and processes involved together to complete each project. Keeps the team focus on the mission and goals outlined in the IT Comprehensive plan. Resolves client concerns by integrating change and communicating effectively through timely training and support meetings.

Requires considerable judgment, initiative and ingenuity in areas where procedures are unclear. Requires tact, discretion, accuracy and clarity when communicating and involves confidential data.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment with occasional school/site visits.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**