



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill New Position
DATE: November 30, 2017

Attached is Tony Warkoczewski's request to fill a new position of Project Manager in the IT Department.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw
cc: Mayor
HR Dept.
Tony Warkoczewski

ADM\Vacpos\VACPOSREQ IT ProjMgr.120517



Tony Warkoczewski
Director
Information Technology
414.302.8326
twarkoczewski@westalliswi.gov

To: Rebecca Grill, City Administrator
From: Tony Warkoczewski, Director of Information Technology
RE: Request to fill new Project Manager Position
Date: November 29, 2017

The IT Department respectfully requests permission to fill a new Project Manager position. This is one of three new IT positions contained within the 2018 budget request.

As you are aware, the City of West Allis is spearheading efforts to leverage new software programs to support the "Excellence in Government" strategic goal. Specifically, the following three initiatives have significant organizational impact and technical requirements to coordinate:

- A new Asset Management and Work Order system for our Public Works Department.
- The roll-out of NeoGov and Maestero to modernize our HR processes.
- The migration of Fortis to Docuware and its impact to Financial Management processes and the WebMap and Property Files applications.

The new Project Manager resource will play a leading role in delivering these and other IT based projects.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Tony Warkoczewski".

Tony Warkoczewski
Director of Information Technology



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.



Department/Division: ITC Position Title: IT Project Manager

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: _____ / _____ /20____

Person Replaced: _____

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 02 / 01 /20 18



Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? IT is falling behind in completing the project work necessary for the City to achieve its strategic plan.

What will be the impacts on service functions to the public if the position is not filled? Our ability to develop a 'Virtual City Hall', where residents and businesses can conduct business with us without having to physically visit us, will be hampered.

What will be the impacts on service to city staff if the position is not filled? We will continue to use paper based processes to conduct business. Our ability to continuously improve our work processes by leveraging automation will be compromised.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) None: City needs this new skill set to achieve strategic plan.

How has this vacancy/need been covered so far? It hasn't. More and more projects are stacking up behind IT.

How many other similar positions exist in this department? Zero



Requestor Information

Please Print: Tony Warkoczewski Director - IT ITC
Name Title Department

Signature/Date: Tony Warkoczewski 11 / 29 /2017

Attached: Memorandum Current Position Description

CLASS TITLE: IT Project Manager

DEPARTMENT: Information Technology

CLASSIFICATION and SALARY GRADE: Exempt – Grade L

DEFINITION: The IT Project Manager is a member of the IT Leadership Team and is tasked with 1.) Managing the backlog of all IT project work; 2.) Executing large IT projects and 3.) Driving continuous improvement efforts to how IT delivers new capabilities. The IT Project Manager must understand all of the demand that is hitting the IT Department ranging from the daily support needs to projects that have cross-organization impact. The IT Project Manager is responsible for researching new delivery techniques that bring value to the end user. Building positive relationships with the IT staff, the end users, vendors and senior level stakeholder groups is an important aspect of this position.

EXAMPLES OF DUTIES:

Completes projects by coordinating resources and timetables with end user departments and IT; develops project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility; performs risk management to identify and manage project risks; develops communication plans for all projects and executes those plans leveraging the proper communication channels within the organization; handles all aspects of vendor management (writing RFP's, evaluations, selection, contract negotiations, ongoing relationship management); assists in the implementation of packaged software applications; coordinates the training for end users on all new solutions; consolidates all new project requests into a single backlog and works to prioritize that backlog with stakeholder groups; articulates how project outcomes support the strategic goals of the organization; recommends information technology strategies, policies and procedures by evaluating organizational outcomes, identifying problems, evaluating trends and anticipating requirements; studies new trends in IT project delivery (Lean/Agile) and drives positive change through the organization; maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices and participating in professional societies; builds teamwork within the IT organization; makes recommendations, develops realistic action plans, and implements continuous improvement initiatives for efficiencies; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; performs other duties as assigned.

REQUIREMENTS:

This position requires the ability to travel to various work sites/locations and work a flexible schedule, including hours outside of the normal work schedule, in a variety of settings. Successful candidate must be able to work with senior level stakeholders and negotiating compromises to conflicting priorities and possess a solid work ethic, integrity, emotional intelligence, accountability and initiative.

Education, Training and Experience:

Bachelor's Degree in MIS, Computer Science or Business Administration AND 8-10 years of progressively responsible recent paid work experience implementing IT based solutions that have a cross-organizational impact.

Experience in delivering large corporate projects in both Waterfall as well as Lean/Agile/Scrum project delivery techniques and supporting technologies is preferred.

Proficient in the use of an office computer and various software packages including, but not limited to, Microsoft Office Suite, Microsoft Exchange, Visio, and Microsoft Project.

Licenses and Certifications

Possession of valid WI Driver's license and acceptable driving record per City Policy.

Project Management certifications preferred (PMP).

LEAN Six Sigma Yellow Belt or equivalent designation desirable.

Completion of National Incident Management System (NIMS) training, ICS-100 and Independent Study-700, within 6 months of appointment.

Knowledge, Skills and Abilities:

Familiarity with local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; written/verbal communication skills; ability to tailor the message, context and mode of communication to the audience; ability to multi-task in a fast-paced environment and self-identify organizational, departmental, and individual priorities; ability to quickly adapt and learn specialized software systems and databases; ability to work autonomously, in team/collaborative environments and cross-functionally with other departments/divisions; ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy, including, but not limited to, supervisors, coworkers and the public; skill in monitoring one's own work to ensure quality, accuracy and thoroughness; sound judgment in recognizing scope of authority; ability to think strategically, commit to innovation and continuous process improvement, and work collaboratively within the organization to advance the City's vision and strategic plan; demonstrated ability to promote innovation, operational excellence and continuous improvement; ability to foster an environment that embraces trust and respect.

Physical Job Demands:

Possess the physical capacity to perform the duties of the position including, but not limited to frequent sitting, and occasional standing, and walking; frequent stretching/reaching of arms; frequent arching of neck; ability to continuously focus for long periods of time on projects or while working on a computer; occasionally lifting/carrying up to 40 lbs., pushing or pulling of objects or materials up to 40 lbs., and bending, squatting, kneeling, crouching, twisting, stooping, etc.

Reference Chart:

ACTIVITY FREQUENCIES	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Depending upon the location of work, a person in this position may be subject to variable environmental conditions, including but not limited to, temperature variations and extremes, odors, noise, vibrations, vehicular traffic and/or dust.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

October 2017

Approved _____ Date _____
Department Head

Approved _____ Date _____
Employee