CITY OF VALDEZ EMPLOYMENT APPLICATION

Personnel Division, 212 Chenega St., PO Box 307, Valdez, Alaska 99686
(907)835-4313 or fax line (907)835-2992
www.ci.valdez.ak.us

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR: _____

NAME: _____
LAST FIRST MI.

MAILING ADDRESS: _____
NUMBER AND STREET/P.O. BOX

_____
CITY STATE ZIP

_____ _____
TELEPHONE NUMBER ALTERNATE TELEPHONE NUMBER

OTHER NAMES YOU HAVE WORKED UNDER: _____

(Circle One)
ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF VALDEZ? YES NO

IF SO, GIVE TITLE, DEPARTMENT AND DATES: _____

_____

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION YOU ARE APPLYING FOR, EITHER WITH OR WITHOUT ACCOMMODATION YES NO

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT? YES NO

DO YOU HAVE A VALID DRIVERS LICENSE: #_____State_____** YES NO

**If non AK are you willing to obtain an Alaska drivers license within 30 days of employment? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

- (If yes, you must explain on a separate sheet of paper and attach it to this application. A conviction record will not necessarily be a bar to employment)

If necessary for the job, are you over 14 16 18 21
(please circle one)

LIST RELATIVES EMPLOYED BY THE CITY OF VALDEZ:

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____

EDUCATION AND TRAINING

_____STILL ATTENDING HIGH SCHOOL: SCHOOL NAME_____
_____HIGH SCHOOL DIPLOMA _____GED

		(Circle one)		
COLLEGE	1 YR	2 YRS	3YRS	4YRS
VOCATIONAL /SPECIALIZED TRAINING	1 YR	2 YRS		

COLLEGE OR UNIVERSITY NAME: _____

DATES: FROM_____TO_____

DIPLOMA OR DEGREE _____

DATE RECEIVED_____ MAJOR _____

GRADUATE SCHOOL NAME: _____

DATES: FROM_____TO _____

DIPLOMA OR DEGREE_____ MAJOR _____

DATE RECEIVED_____

VOCATIONAL TRAINING SCHOOL NAME: _____

DATES: FROM_____TO_____

DIPLOMA OR CERTIFICATE _____

DATE RECEIVED_____ MAJOR _____

LICENSES AND CERTIFICATES

TITLE	STATE OR LICENSING AGENCY	EXPIRATION DATE

Commercial Drivers License? YES NO CLASS _____ LIST ENDORSEMENTS_____

DESCRIBE YOUR OFFICE EQUIPMENT OPERATION SKILLS

COMPUTERS: _____ SOFTWARE**:** _____

_____ _____

OTHER OFFICE EQUIPMENT:_____
_____
_____

TYPING SPEED: _____WPM _____10-Key (by touch? YES NO)

DESCRIBE YOUR SHOP EQUIPMENT OPERATION SKILLS (Pertaining to the position for which you are applying)

HEAVY/LIGHT EQUIPMENT TYPES: _____

POWER TOOLS: _____

HAND TOOLS: _____

HOW DID YOU LEARN ABOUT THIS JOB?

______JOB SERVICE ______CITY OF VALDEZ WEB SITE ______NEWSPAPER _____OTHER

EMPLOYMENT HISTORY:

Begin with your present or most recent job. List all jobs separately including on-the-job training, volunteer work and military experience. Please be sure you describe completely in the sections below the duties performed which demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Incomplete applications will disqualify the applicant. The City of Valdez may conduct background checks to verify information on applications.

* *

Name and address of employer:

____ Dates from _____/____/____ to ____/____/____

____ Hours per week: ___________________________

____ Salary/Wage: _____________________________

Phone number:_________________________________ May we contact this employer? ______Yes ______No

Supervisors name: ______________________________ Supervisors title: ________________________________

Number of persons supervised: ____________

Have you supervised: Youth: _________ (under 17 yrs old) __________Adult (18+yrs old)

Reason for leaving: ____

Job Title: ____

DUTIES:____

____

____

____

____

____

Name and address of employer:

____ Dates from _____/____/____ to ____/____/____

____ Hours per week: ___________________________

____ Salary/Wage: _____________________________

Phone number:__________________________________ May we contact this employer? ______Yes ______No

Supervisors name: ______________________________ Supervisors title: ________________________________

Number of persons supervised: ____________

Have you supervised: Youth: _________ (under 17 yrs old) __________Adult (18+yrs old)

Reason for leaving: ____

Job Title: ____

DUTIES:_____

_____

_____

_____

_____

_____

Name and address of employer:

_____ Dates from _____/____/____ to ____/____/____

_____ Hours per week: _____

_____ Salary/Wage: _____

Phone number:_____ May we contact this employer? _____Yes _____No

Supervisor's name: _____ Supervisor's title: _____

Number of persons supervised: _____

Have you supervised: Youth:_____ (under 17 yrs old) _____Adult (18+yrs old)

Reason for leaving: _____

Job Title: _____

DUTIES:_____

_____

_____

_____

_____

_____

NOTICE-DOT DRUG TESTING: To the extent required by DOT regulations, the City of Valdez tests Commerical Motor Vehicle Position employees for alcohol and the following 5 controlled substances: PCP, Cocaine, Amphetamines, Marijuana and Opiates. All Safety Sensitive Positions/Commerical Motor Vehicle Positions are tested prior to employment.

Applications from all persons are welcome. Women, members of minority groups, disabled persons and Vietnam era veterans are especially encouraged to apply. The City of Valdez does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam era veteran in employment, programs, services or activities, as prescribed by Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974, the Age Discrimination Acts of 1974, Americans with Disabilities Act of 1990, and Chapter 18.80.220 of the Alaska Code.

I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT. I UNDERSTAND THAT ERRONEOUS INFORMATION ON THIS APPLICATION WILL LEAD TO THE REMOVAL OF MY NAME FROM CONSIDERATION FOR EMPLOYMENT OR TERMINATION OF MY EMPLOYMENT.

SIGNATURE OF APPLICANT:_____DATE:_____

Information Technology Systems Manager
Supplemental Questionnaire

Please answer each of the following questions as thoroughly as possible. Please feel free to use additional space as needed.

---

1. What language do you prefer to utilize for writing scripts and why?

2. Please describe your work experience and comfort level with SQL, MSDE or any other SQL compliant database.

3. Please describe your work experience with Crystal Reports.

4. What interests you about this job?

5. Describe your experience in dealing with software vendors and application developers.

6. What motivates you?

7. How do you react under deadlines?

8. Are you aware that this position will support various applications including but not limited to financial, electronic records, tax, public safety and GIS and are you comfortable with that? Please elaborate on your comfort level with regards to each of the areas of applications listed above.

9. How important are good “quality of life” issue to you and your family and how can Valdez meet these issues?

10. If you were selected, what sort of timeframe would you anticipate between your acceptance and your first day of work?

CITY OF VALDEZ

JOB DESCRIPTION
CLASS CODE: 9020

Information Technology Systems Manager

SUMMARY: Performs technical duties as assigned for the Information Technology Department.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

PRIMARY DUTIES AND RESPONSIBILITIES:

- Continually examine City processes and develop appropriate methods of automation to improve efficiencies; to distribute client/server database programs, queries and report applications; to plan new system implementation and upgrades; and to maintain the City's long term database growth and accuracy.
- Responsible for the overall integrity, accuracy, reliability and security of all enterprise level applications including, but not limited to, public safety, GIS, finance and tax systems.
- Maintain and update software and operating systems; confer with vendors regarding system and database related issues.
- Provide assistance importing and exporting data as well as creating custom reports that may span multiple systems.
- Handle server backup and recovery, including backup and recovery strategies, tools and techniques in coordination with the Information Technology Director.
- Coordinate and manage information technology projects by scoping, determining needs, evaluating systems solutions, conducting technical research, recommending purchases, working with vendors, setting schedules and deadlines, and communicating with impacted departments and staff in a variety of ways at all project phases.
- Responsible for maintaining all software support and maintenance agreements.
- Serve as acting Information Technology Director during his/her absence.
- Supervise temporary or part time staff as assigned.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:
- City and Department policies and procedures.
- Client server technology and common support issues and resolutions.
- Principals of network client/server relationships.
- Principals and practices of database system administration, programming and configuration.
- Office and business computer applications.
- Issues related to database maintenance.
- Supporting, configuring and maintaining current Microsoft Windows server and desktop operating systems.
- General knowledge of accounting and financial systems, GIS systems and public safety systems.
- General knowledge of computer operations, confidentiality, and security.
- Office operations and standard office equipment.

Skill in:
- Ability to learn and manage complex enterprise level applications.
- Writing SQL statements and queries; writing scripts utilizing tools like Perl, WSH, VBScript.

Information Technology Systems Manager

- Administering and maintaining Microsoft SQL and Access databases as well as interacting with other ODBC compliant databases in an enterprise environment.
- Supporting business critical applications and ensuring their database integrity, reliability, currency, accuracy and security.
- Resolving database and enterprise level application failures.
- Establish and maintain effective working relationships with those contacted in the course of work including city staff and vendors as necessary to obtain support or to resolve problems and/or coordinate work activities.
- Work independently with little direction and general guidance.
- Plan and organize work while meeting schedules and timelines.
- Supervises department staff in the absence of the Information Technology Director.
- Providing formal and informal computer training.
- Utilizing personal computers and a variety of software applications.
- Providing user support and responding to user inquiries.
- Performing logical analysis and troubleshooting.
- Communicating well with others, both orally and in writing, using both technical and non-technical language.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in an office environment and requires extensive use of computer systems. Must be able to lift 55 lbs. Travel to other departments within the City for troubleshooting and training on computer related applications and equipment is required.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college with major coursework in a computer science related field and 5 years of increasingly responsible experience supporting critical business systems with appropriate technical certifications to compliment their work history; OR an equivalent combination of education, certification and work experience. Must have strong interpersonal skills. Ability to receive an Alaska Drivers License within 30 days of employment is required. Position is subject to background check.