



City of Philadelphia

Office of Innovation & Technology

Job Title:	Data Warehouse Specialist
Reports To:	Deputy Director IT Operations
Unit:	Applications Development and Support
Position Type:	Exempt
Salary Range:	\$65,000 - \$75,000
Application Deadline:	September 13, 2013

Summary

The Office of Innovation and Technology (OIT) is the central IT agency for the City of Philadelphia headed by the Chief Innovation Officer. Under the direction of the Deputy Director of IT Operations, the FAMIS / ADPICS Support serves as the key point of technical reference and support for the Financial Accounting Management Information System (FAMIS) and the Advanced Purchasing Information Control System. FAMIS is the City's Financial System, and ADPICS is the Procurement system. The business process of FAMIS is managed by the Office of the Director of Finance (Finance), and the chosen candidate will be expected to meet regularly with representatives from Finance.

The successful candidate must reside in the City of Philadelphia or establish primary residence in the City of Philadelphia within six months of employment. This position is open to US Citizens and those that are authorized to work in the US. Please provide citizenship status when applying for this position.

Responsibility

- Serve as the key point of technical reference and support for FAMIS and ADPICS for internal City users as well as external agencies.
- Provides technical support, assistance and advice to Finance accounting and Finance users citywide
- Responsible for the operations and maintenance of FAMIS and ADPICS
- Responsible for the provisioning of data to the Finance Data Warehouse (EIS)
- Participate in the technical deployment and upgrades (including testing prior to release) of new FAMIS modules and the operational support of existing components
- Design, develop, test and generate routine and ad-hoc reports in response to user needs, as approved by Finance. Prepares reports to management and officials as needed.
- Insures the continued documentation of all procedures being developed; may evaluate various proposals from outside consultants for enhancements or implementation
- Periodically updates users on new procedures and additional capabilities
- Performance management including: determination of required service levels, monitoring system performance, anticipating/identifying performance issues, and identifying alternatives as required to maintain service levels
- Review OIT's Support System for assigned tickets, and fulfills ticket requests.
- Support and monitor operations
- Test hardware/software installation and upgrades
- Investigate enhancements to current architecture
- Perform related work as required

Ability To:

- Establish and maintain effective working relationships with associates, departmental officials and outside consultants;
- Analyze and present complex data structures;
- Learn the operations, functions, data and reporting needs and business requirements of the OIT and Finance;
- Learn the regulations, ordinances, policies and procedures related to the work of the OIT and Finance;
- Read, interpret and understand technical information and apply cross-functional knowledge;



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- Effectively present information and respond to questions from managers, co-workers and system users;
- May assist with planning, organizing, and directing the work activities of outside consultants and/or systems analysts and programming personnel assigned on a team
- Advise OIT and Finance management with respect to systems development projects and/or enhancements

Knowledge Of:

- Computer equipment and software which includes operating systems, application languages, personal computers, local area networks, mainframe connectivity methods, data management software
- Strong COBOL Skill set
- Familiarity with and ability to create and modify command level CICS programs using CICS Integrated Translator
- Strong knowledge of TSO / ISPF Panels / Online Utilities
- Strong skill in JCL – Logical constructs as well as condition coding
- Knowledge of PROCS – External, Internal and Symbolics
- Knowledge of JES Messaging and interpretation of messages.
- MVS Utilities skills.
- Knowledge of or ability to learn FAVER, including Recovery and Access Method Services Overrides.
- Familiarity with all VSAM Utilities, both batch and online
- Familiarity with CICS, CEMT, CEDF, CECI. EDF for dump debugging
- Skilled in Compiler options and performance implications (for batch)
- Familiarity with Z/OS messages, STOPX-37 messages
- Knowledge of, or ability to learn the Storage Management Subsystem (SMS) as it relates to VSAM
- Knowledge of, or ability to learn ADRDSSU utility for file management
- Familiarity with and ability to modify CLISTS, BMS Macros, and BAL programs, if needed
- Familiarity with and ability to use FTP

Education and Experience

- Completion of a Bachelors degree program at an accredited college or university with major course work in Business Administration or Information Technology
- OR
- Any equivalent combination of education and experience determined to be acceptable by the Office of Innovation and technology and Human Resources

How to Apply:

Send resume and cover letter to it.jobs@phila.gov. In the body of the email please indicate you found the job posting on the City of Philadelphia's HR website.