

ASFPM Computer/IT Coordinator Position Announcement – January 2008

The Association of State Floodplain Managers (ASFPM) seeks to fill a full-time position of Computer/IT Coordinator to be responsible for analysis, design, administration, and configuration of computer hardware and software in a moderately complex microcomputer environment. This position will support the Association's computer needs in areas such as web based applications, cyber security, internet, operating systems, applications, database, and network administration.

OUTCOMES - The primary outcomes of this position are to: 1) manage, maintain, and service the Association's web-site, 2) coordinate, maintain, and service the Association's network and personal computers, 3) oversee the Association's contract with the IT Service Provider for internet and network services, and 4) support ASFPM activities such as projects and the professional certification program through web and data base management efforts.

RESPONSIBILITIES - Key activities of this position include:

1. Manage and maintain the Association's web-site.
2. Respond to questions from staff in need of assistance, identify problem source (hardware, software, or user), resolve problem, and refer and discuss problem with supervisor.
3. Provide a high level of IT technical advice and support to staff in development of query programs to generate reports dealing with the Association's functions including financial, membership, certification, conferences, projects, and workshops.
4. Configure, manage, and maintain the Association's computer operating system and IT network.
5. Assist with creating, maintaining, and modifying the physical size and structure of database components and programs that support, maintain, and generate information from the database.
6. Review new software applications prior to full implementation for ease of use and detect potential problems.
7. Develop and maintain Web Content Management System.
8. Coordinate ASFPM computer software and hardware procurement and inventory control.

QUALIFICATIONS / EXPERIENCE – The successful candidate for this position must possess/demonstrate:

- ◆ 3-4 years experience of professional and technical computer information technology systems experience such as computer system analysis and design, or work with primary responsibility for the configuration of microcomputer hardware and software, network administration, web development, or closely related areas **OR** College Degree with at least 15 hours in computer science, computer information systems, or closely related areas.
- ◆ Working knowledge of the principles of systems analysis, design, testing, and documentation.
- ◆ Working knowledge of the general operating principles and capabilities of computer hardware and software.
- ◆ Working knowledge of software reference libraries and related utility programs.
- ◆ Working knowledge of computer security systems and procedures.
- ◆ Working knowledge of computer networking and telecommunications.
- ◆ Working knowledge of computer operating systems.
- ◆ Working knowledge of database management systems.
- ◆ Working knowledge of MySQL, MS-SQL, MS Office, Adobe CS, Crystal Reports XI or Business Objects XI, and GIS.
- ◆ Working knowledge of HTML or WYSIWYG editing, JavaScript, ASP, PHP, or other Data-driven development.

Desired Skills:

1. Familiarity with the following standards: Web Mapping Services (WMS) and Web Features Services (WFS) including MapServer, ArcIMS, and/or Open GIS.
2. Knowledge of one or more of the following: KML, GML, Perl, Python, or XML.

POSITION ASPECTS – This is a full-time position, located in the ASFPM office in Madison, Wisconsin. Salary is commensurate with qualifications and experience. Standard benefits apply. ASFPM is an Equal Opportunity Employer.

APPLICATION PROCESS

Response deadline is January 18, 2008. References will be contacted from the top 2-5 candidates.

Please include the following in your response:

- 1) Cover letter outlining your specific credentials and why you are the appropriate person for this position.
- 2) Professional resume detailing your experience and qualifications.

3) List of three professional references.

Email to: ASFPM Deputy Executive Director George Riedel at George@floods.org.

BACKGROUND – ASFPM is a non-profit, professional membership association with 11,000 members and 26 Chapters throughout the U.S. Established in 1977, ASFPM is a volunteer organization with direction provided by a 19 member Board of Directors composed of nationally recognized government and private sector flood hazard professionals. Our mission is to promote policies and programs which reduce the loss of human life and property damage from flooding; promote pre-flood mitigation measures to prevent flood loss; avoid actions that exacerbate flooding and flood damage; and preserve the natural functions and the cultural values of floodplains. The ASFPM Foundation was established in 1997 to be an incubator for research and education that promotes wise floodplain management; it has a governing Board of 16 professionals and an Advisory Board of six from diverse, related professions. See the ASFPM website at www.floods.org for more information.

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