City of Columbus Independent Contractor/Consultant

Project:	**Software/System IT Consultant**
Department:	**IT**
Reports Project Status to:	**Executive Director of Administration & Director of Information Systems**
Status:	**Independent Contractor for Project**
Salary Range:	**Negotiable**
Application Deadline:	**Please submit resume and letter of interest to humanresources@columbus.in.gov; interviews will begin immediately**

General Summary: The City of Columbus is seeking a Software/System Consultant to provide assistance and guidance in the ongoing maintenance and work of the City's enterprise resource planning (ERP) and Human Resources Information Systems (HRIS) & Tyler Munis payroll software project. Under the direction of the Information Systems Manager and the Executive Director of Administration, this temporary position is intended to serve as a bridge between the users of the City's specialized finance, payroll, human resources and benefits operations and the technology solutions that support them.

The ideal candidate will be a strategic and innovative problem-solver with effective interpersonal communication skills to support the operational and information needs of the City. The candidate must have the ability to quickly develop a solid understanding of the City's financial, payroll, and human resources processes to support cross-functional department efficiencies and ensure data accessibility and integrity. This project is expected to be completed in 12-18 months and involves the "go live" use of Tyler Munis software to meet the payroll and HRIS needs of the City of Columbus. It is possible, depending on the needs of City, that this position will evolve from a contracted position to full time employment with the City. This Software/System IT Consultant will work on-site in Columbus, Indiana, will be provided a desk in City Hall, and is expected to drive to various city locations to assist departments in accessing and using the software effectively and to generate needed reports. The Software/System IT Consultant must work effectively with Tyler Munis support and trainers, which requires submitting help desk tickets and working remotely with Tyler Munis support team members.

Project goals:
- Identify, prioritize, and implement ERP/HRIS software solutions and system modifications to maximize functionality, improve efficiency, and meet City/departmental needs and State Board of Accounts compliance needs.
- Develop and expand use of enterprise query/reporting tools to improve operational and financial decision making.
- Develop and deliver end-user training program.
- Document and analyze reports of software deficiencies and facilitate Citywide resolution.
- Manage the interface of the City's various revenue and other subsidiary systems into the City's accounting system.
- Document and monitor the integrity of the City's financial controls and the quality of data shared between systems.

- Facilitate requirements analysis.
- Identify creative and effective solutions with the ERP/HRIS software to address user requirements.
- Construct financial and custom reports using SQL Server Reporting Services (SSRS).
- Provide regular status reports/updates on work assignments to City officials.
- Communicate best practices throughout project to help guide end users with effective and maintainable solutions.
- Complete projects and assignments on-time and within an established budget.
- Solve problems and build collaborative solutions, with a strong attention to detail and the ability to multitask and prioritize work deliverables.
- Manage this project well, with proven success in collaborating and building strong relationships, both with internal customers within the city, and externally with other Tyler Munis users and Tyler Munis implementation managers.
- Strong interpersonal skills are required, with the ability to convey and relate ideas to others and build consensus on key issues.
- Communicate well with all key decision-makers, instill confidence in outcomes and solutions, and train departments in effectively using this software.

Education and Experience
The ideal Consultant will have a Bachelor's degree from an accredited college or university in Computer Science, Software Engineering, Public or Business Administration, or a related field, or will have an equivalent combination of training, education, and experience. A Master's degree and a background in the public sector are preferred. Must have three to five years of direct experience working on large and complex financial software implementation programs, ERP, or HRIS implementation programs; project management; change management; system administration; and technical support. Must be proficient in SSRS report development. Familiarity with finance operations including accounting, budgeting, fixed assets, AP/AR, purchasing, financial reporting, HRIS development, and payroll software systems development is highly desirable. Previous experience with Tyler Munis is preferable, and ability to quickly become proficient with Tyler Munis is required.

Working Conditions: Office setting in Columbus, Indiana, typically 40 hours per week on this project until completion, occasionally longer hours will be necessary. Specific location setting will vary--spending time different departments within the City to learn specifics of payroll reporting systems, other software used by the City that will need to work effectively with ERP/HRIS solutions, and occasional travel to Indiana cities that use the Tyler Munis software and also comply with State Board of Accounts requirements, as well as Tyler Munis conferences and training facilities which are occasionally out of state.

AN EQUAL OPPORTUNITY CONTRACTOR