



City of Bloomington, Indiana  
**Web/Information Manager**

<b>SALARY</b>	\$20.30 - \$32.47 Hourly \$1,623.65 - \$2,597.81 Biweekly \$3,517.91 - \$5,628.60 Monthly \$42,214.92 - \$67,543.15 Annually	<b>LOCATION</b>	Bloomington, IN
<b>JOB TYPE</b>	Regular Full-Time (35-40hrs/week; with benefits)	<b>DEPARTMENT</b>	Utilities/Accounting
<b>OPENING DATE</b>	05/24/2024	<b>CLOSING DATE</b>	6/11/2024 11:59 PM Eastern
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	N/A
<b>TYPICAL WORK SCHEDULE:</b>	Monday through Friday 8:00 am to 5:00 pm	<b>POSITION REPORTS TO:</b>	Accounts Receivable Manager
<b>SUPERVISES STAFF:</b>	No		

## Description

<https://www.youtube.com/embed/Te42vtESJu8?&wmode=opaque&rel=0>

## Duties

*This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:*

### **Essential (primary)**

Coordinates with Meter Services and Accounts Receivable Coordinator to ensure timely and accurate billing information as well as produce billing files and to deliver them to the bill printing service. Works with the Sanitation Department to integrate sanitation files into the Utilities billing software.

Helps direct development, design, and daily maintenance of the Utilities portion of the City's inter-and intra-net sites to ensure the smooth flow of information between divisions within the Utility Department, between the Utility and Civil City, and between the Utility and its customers.

Coordinates with the Public Affairs Specialist and other Utilities employees to produce content and to set up timelines for posting online.

Queries information databases to respond to internal and external data requests.

Assists in the maintenance of Utilities telephone system. Makes necessary online changes, diagnoses problems with phone lines and equipment, coordinates with AT&T for repair of phone lines, orders and installs new phone equipment, and relocates phone equipment as necessary.

Coordinates with the ITS Department on Utilities' hardware and software.

Takes all reasonable steps to maintain a safe work environment.

### **Non-Essential (secondary)**

Performs related duties as assigned.

## **Job Requirements**

Minimum knowledge equivalent to a Bachelor's Degree in Computer Science or related field, or equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Minimum experience equivalent to three years.

Ability to train department employees in use of computer software and hardware.

Ability to effectively communicate with Department staff and other City ITS staff in a courteous, tactful, and professional manner.

Administrative skills relating to data processing and system operation.

Understanding of and the ability to apply advanced theories to develop computing systems to meet the special needs of a variety of governmental departments.

## **Difficulty of Work and Personal Work Relationship**

### **Difficulty of Work**

Work is performed in a modern office environment with no unusual physical demands.

### **Personal Work Relationships**

Maintains frequent contact with the Director, all staff of Utilities, and other City staff, the general public, department superiors and other project team members, including consultants, vendors for purposes of coordinating activities and providing training.

ANYONE WISHING TO APPLY FOR THIS POSITION WHO DOES NOT HAVE ACCESS TO A COMPUTER MAY APPLY AT **CITY HALL, HUMAN RESOURCES DEPARTMENT** (401 N MORTON STREET, SUITE 230, BLOOMINGTON, IN 47404).

### **AN EQUAL OPPORTUNITY EMPLOYER**

### **La Igualdad De Oportunidades De Empleo Es La Ley.**

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status or disability in employment or the provision of services.

The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.

**Agency**

City of Bloomington, Indiana

**Address**

401 North Morton Street

Bloomington, Indiana, 47404

**Phone**

812-349-3404

**Website**

<https://bloomington.in.gov/>

## Web/Information Manager Supplemental Questionnaire

**\*QUESTION 1**

**Describe how you have the minimum knowledge equivalent to a Bachelor's Degree in Computer Science or related field, or equivalent combination of experience and training which provides the required knowledge, skills and abilities.**

**\*QUESTION 2**

**Describe how you have the minimum experience equivalent to three years.**

\* Required Question