



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE EXAMINATION NO. 24-03

APPLICATION SUPPORT SPECIALIST

Salary Range: \$45.6852 - \$ 53.9607 per hour

JOB SUMMARY: Under the general direction of the Applications Support Manager, this position will assist in the City’s digital transformation in moving on premise applications and services to the cloud platforms (Azure, Office 365, Teams, and SharePoint), deploy low code applications in the Azure and Power Platform environments; participate in the evaluation and implementation of web-based software system(s); performs other related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a bachelor’s degree in computer science and three (3) to five (5) years of experience involving cloud-based technologies, including six (6) months of experience with current Microsoft platforms, or any equivalent combination of education and training as described above.

SCOPE OF EXAMINATION: There will not be an examination. Candidates will be evaluated based on education, knowledge & experience.

APPLICATION PROCESS: Interested candidates should submit an Employment Application and Application Supplement #24-03 to hrrecruiting@stamfordct.gov or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Application packets can be obtained at the City of Stamford Website, [City Jobs | Stamford, CT \(stamfordct.gov\)](http://CityJobs|Stamford,CT(stamfordct.gov)). This position is open until filled.

Please note: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position (“**See Attached Resume**” is not acceptable) **Applications and supplements with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities under the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Reposted: 06/25/2024

<p>EMPLOYMENT BENEFITS:</p> <ul style="list-style-type: none"> • Health Plan and Hospitalization • Paid Vacations and Holidays • Retirement Plan • Group Life Insurance • Sick Leave <hr/> <p>VETERAN’S PREFERENCE: Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.</p>	<p>Applications are obtained from and submitted to DEPARTMENT OF HUMAN RESOURCES CITY OF STAMFORD 888 WASHINGTON BOULEVARD STAMFORD, CONNECTICUT 06904 TELEPHONE (203) 977-4070 www.stamfordct.gov</p> <hr/> <p>General Conditions for Job Announcements and Civil Service Information can be viewed at www.stamfordct.gov</p>	<p>CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.</p> <hr/> <p>PERSONNEL COMMISSION Marc Teichman Stuart Adelberg Lynn Arnow Elizabeth Main Jaclyn Williams</p>
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City of Stamford

CLASS SPECIFICATION

Job Title: Application Support Specialist

Job Summary:

Under the general direction of the Applications Support Manager, this position will assist in the City's digital transformation in moving on-premises applications and services to the cloud platforms (Azure, Office 365, Teams, and SharePoint), deploy low code applications in the Azure and Power Platform environments; participate in the evaluation and implementation of web-based software system(s); performs other related duties as required.

Supervision Received: Under the general direction of the Applications Support Manager

Supervision Exercised: None

Examples of Duties:

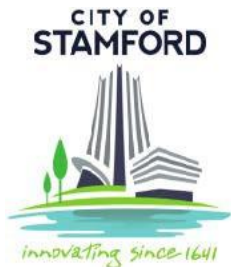
- Works collaboratively with teams to move on-premises applications to the cloud or vendor-hosted platforms.
- Perform analysis and recommendations for moving legacy applications to hosted environments
- Assists in the maintenance of on-premises systems until migration to the cloud is achieved.
- Develop and deploy a secure intranet for employees
- Participate in Cybersecurity policy and procedure review as well as incident response
- Administer cloud platforms such as O365, Teams, and SharePoint
- Work to develop a common data platform using current technologies and API access.
- Performs needs analysis for proposing web-based software systems.
- Evaluate and provide recommendations for web-based software systems as well as participate in the planning, implementation, and support of these systems.
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Knowledge, Skills, and Abilities:

- Thorough knowledge of cloud-based platforms such as Microsoft Azure and Office 365. Web Services and various APIs.
- Low code application development specific to department requirements. Data analysis and development of common data platform.
- A working knowledge of Office 365, Teams, and SharePoint
- Experience with Azure / Power Platform development
- Ability to analyze requirements, business rules, structure, organizational practices, and operations.
- Ability to understand and carry out technically complex oral and written instructions.
- Excellent communication, presentation, consultative, writing, editorial, and English skills.

- Knowledge of website technologies and applications design; web server operations and maintenance; design and development of web-based applications.
- Working knowledge of the following applications:
 - Windows Server;
 - Internet Information Server;
 - At least one RDBMS such as Microsoft SQL Server.
- Ability to analyze municipal requirements, business rules, structure, organizational practices, and operations.
- Ability to analyze users' needs and provide effective recommendations relating to web applications and general desktop computing issues.
- Ability to understand and carry out technically complex oral and written instructions.
- Excellent communication, presentation, consultative, writing, editorial, and English skills

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's degree in Computer Science and three (3) to five (5) years of experience involving cloud-based technologies, including six (6) months of experience with current Microsoft platforms, or any equivalent combination of education and training as described.



APPLICATION FOR EXAMINATION OR EMPLOYMENT

Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE

- Q _____
- NQ _____
- Educ Reviewer _____
- Exp _____
- Not City EE _____
- Other _____

PLEASE TYPE OR PRINT CLEARLY

All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/apt #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cell Phone _____ Email Address _____
(Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? Yes No

Do you claim 10 points preference based on veteran's disability? Yes No

Are you or were you currently employed by the City of Stamford? Yes No

If yes, please do not delete
e _____

o t e o e p t _____

RECORD OF EDUCATION

<i>TYPE OF SCHOOL</i>	<i>NAME OF SCHOOL AND CITY/STATE</i>	<i>DATES ATTENDED</i>	<i>COURSE OF STUDY (Major/Minor)</i>	<i>GRADUATED (Yes/No)</i>	<i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below ALL present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer? Yes No
- B. Your present employer? Yes No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit Accommodation by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian <input type="checkbox"/>	All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Stamford Advocate | <input type="checkbox"/> Human Resources Division Bulletin Board |
| <input type="checkbox"/> Other newspaper:
Please give name _____ | <input type="checkbox"/> Community Agency
Please give name _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Professional journal _____ |
| <input type="checkbox"/> Internet
Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |



HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

APPLICATION SUPPORT SPECIALIST

APPLICATION SUPPLEMENT # 24-03

EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NO. 000 - -
(FILL IN THE LAST 6 DIGITS OF YOUR SS #)

For this Application Supplement, you will be filling out specific information about your education, training, and experience. The information you supply will be used to decide how well you qualify for this position. **THIS BOOKLET IS AN EXAMINATION.** You **MUST** complete this examination booklet in its entirety to be considered for this position.

On the pages that follow, you will be asked to supply information about your education and training and about the duties, responsibilities and accomplishments that are associated with jobs that helped you to qualify for the position for which you are applying. Your education, training and experience will be evaluated according to how closely they relate to the various job components or factors of the position of **Application Support Specialist.**

Employment" must be filed with the Human Resources Division by the last filing date or bear a postmark no later than the last filing date as noted on the job announcement. **Please note that any information outlined in this Training and Experience Supplement must be supported by information provided on your Application for Examination or Employment.**

Applicants are encouraged to read the job announcement in its entirety.

Review of Minimum Qualifications:

Please note that applicants who do not meet the minimum qualifications will not be considered.

1. Do you have any of the following degrees? (If “Yes,” specify the major field of study for which the degree was conferred.

a) Associate’s: Yes ____ Major: _____ No ____

b) Bachelor’s: Yes ____ Major: _____ No ____

c) Master’s Yes ____ Major: _____ No ____

2. How many years of experience do you have with cloud-based technologies?

No. of Years: _____

Please list the technologies with which you have experience:

3. Have you had experience moving/transferring legacy applications to hosted environments?

Yes

No

Please respond to the questions below in the space provided, you may use added pages if necessary. If you do not have the experience, type N/A. Use added pages if necessary.

4.) Please describe your experience in the following:

- a. Windows Server
- b. Internet Information Server
- c. At least one RDBMS, such as Microsoft SQL Server
- d. Azzure/ Power Platform development
- e. Administration of cloud platforms, such as O365, Teams, and SharePoint
- f. Low Code application development
- g. Data Analysis and development of common data platforms

If needed, continue response to question 4.

5.) What, if any, is your experience with Cybersecurity policy and procedures?

6.) Please describe your experience in the evaluation and implementation of web-based software systems, if applicable?