

# JOB OPPORTUNITY ANNOUNCEMENT

## Configuration Management Librarian

The District intends to hire a Configuration Management Librarian. Working under the direction of the Configuration Management Process Manager (CMPM), this person will be responsible for assisting the CMPM in controlling the receipt, identification, storage, and withdrawal of all supported Configurable Items; providing information on the status of CIs; and numbering, recording, storing, and distributing Configuration Management issues as applied to the Positive Train Control System. Longer term plans may include the development and use of Configuration Management in other departments and for other purposes.

**Description:** The Configuration Management Librarian position will have evolving responsibilities. Candidates should expect that their responsibilities will change as the process is implemented and potentially expanded within the District. At present, the expected responsibilities for this position include:

- Assist in accepting, identifying, & registering a new Configurable Item (CI) when needed; transitioning a CI into a new state; creating or adding new features to a CI; viewing, monitoring, and storing all CIs; and removing a CI when it is not needed
- Maintain and provide information on the status of CIs
- Responsible for ensuring that all the CIs are registered and that these records are correct and up-to-date
- Assist in creating libraries or other storage areas to hold CIs
- Collect and retain information that will assist in the assessment of what CIs are impacted by a Change to a product
- Produce configuration status accounting reports
- Create and maintain PTC Training database - work with supervisors to verify all affected employees are current on department specific training
- Assist in monitoring, maintaining, and controlling the various files integral to the Configuration Management Process; ensuring that staff comply with process and data standards
- Assist in performing data security and housekeeping tasks on an “as needed” basis
- Assist in conducting configuration audits
- Assist in annual audit of the Configuration Management Plan, Policy, and Procedures
- Performs other duties as assigned

**Position Requirements:** To perform this job successfully, an individual must be able to satisfactorily perform the above responsibilities. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Two or more years of study at a college or university. A degree or coursework in business, writing skills, or a field relating to the configuration management process is preferred but not required.
- Two or more years of file management, spreadsheet, and/or report preparation experience. File management using computerized processes such as Excel is preferred.
- Knowledge of District operations, financial processes, procurement systems, safety requirements, engineering issues, and the District's organizational structure is preferred.
- Ability to work and communicate effectively in stressful conditions.
- Demonstrated superior interpersonal skills with fellow employees and others.
- Willingness to travel as needed for professional development.
- Valid driver's license with a safe and insurable driving record. Reliable transportation to and from Michigan City, Indiana.
- Willingness to work varied shift hours, varied days off, holidays, and extended hours if necessary to respond to operational circumstances.
- Proficient in Microsoft Office Suite with strong emphasis on Excel; solid business communication skills.
- Superior record concerning safety attitude, attendance, and work performance.
- Ability to multi-task among competing short term priorities while maintaining a pleasant disposition.
- Demonstrated exceptional proficiency in using interpersonal skills to implement or enforce change with minimal system conflict is strongly preferred.

**Physical Demands:** The physical demands described in this section represent those abilities necessary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to type, handle various documents, do occasional work on computer hardware; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, crawl, or climb a ladder as high as fifteen feet. The employee must regularly lift and/or move items that may weigh as much as 25 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**Work Environment:** The work environment characteristics described in this section are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The majority of the functions will be performed in an indoor office environment. The noise level in the work environment is usually moderate, although it can sometimes be very loud, depending on the particular building or locale where the employee is working.

**Schedule:** The anticipated normal hours of service are during the daytime on Monday through Friday. Night, weekend, travel, and non-traditional shift work may be necessary based on the needs of the District. While not frequent, the successful applicant will be expected to be available for calls during the night, evening, and weekend from other managers and supervisors. More information on the specifics regarding availability can be obtained during the interview process.

**Salary and Benefits:** The annual salary range for this opportunity is \$40,000 to \$50,000. Starting salary will be set with consideration to budget, experience, education, and consistent with pay structure for others with comparable assignments. Credit for time served in NICTD employment, including military leaves, will be applied in determining vacation day entitlements. The benefit package includes full health benefits for the employee and family, vacation, compensatory time, supplemental pension, and other fringe benefits received by NICTD management. Details are available during the interview process. Relocation benefits do not apply to this position.

**How To Apply:** Interested persons must submit a written resume outlining training, experience, and work history to: Configuration Management Librarian Opportunity, Attn: Director – HR&LR, 601 North Roeske Avenue, Michigan City, IN 46360. A cover letter outlining the reasons why you are interested this opportunity and why you believe you are best qualified is encouraged but not required. Your resume and optional cover letter must be received at 601 North Roeske Avenue, Michigan City, IN, 46360, no later than 9 a.m., on Tuesday, April 18, 2017. You may send the documents by mail, overnight delivery, hand delivery, or e-mail to: [bjarne.henderson@nictd.com](mailto:bjarne.henderson@nictd.com). Late letters and/or resumes will not be accepted. Phone calls and walk-ins expressing interest are not acceptable. The District assumes no responsibility for late or undelivered mail or faxes. Employees who desire to assure delivery of their request for consideration are encouraged to hand deliver their materials or send them by certified mail. The District reserves the right to fill this assignment prior to the stated application deadline. Interested persons are advised to apply early for consideration.

**Questions:** Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext 223, if you have questions about this opportunity or notice.

***NICTD is an Equal Opportunity Employer***