Information Technology Supervisor

Shakopee Public Utilities is accepting applications for the position of Information Technology Supervisor. This position ensures the security of the Utility's information, and the efficient operation of the Utility's computer systems. Troubleshooting computer problems and determining when outside professional help is required. Provides a vision for technology for SPU today and in the future. Essential job functions include:

- Acts as the Supervisor for Information Technology for the Utilities. Has cross-departmental obligations. Solves network problems as they occur, anticipates possible network problems, keeps accurate and up to date documentation on networks, setting up passwords, security, network printers, providing and documenting access to computer network and systems.
- Provides protection and backup of all SPU data.
- Reviews and recommends IT policies and procedures.
- Serves as project manager for SPU technology projects.
- Provides, recommends and organizes ongoing training to computer users to insure that the features and functions available within the applications software are being full and properly utilized.
- Supervises and provides work direction to the Network Administrator including ongoing performance feedback and evaluation.
- Coordinates IT services with external sources as needed under the guidance of the General Manager.
- Makes recommendations on software and hardware purchase and installs hardware and software as needed. Maintains an inventory of the Utility's hardware and software.
- Synthesizes complex or diverse information. Collects and researches data. Develops project plans, coordinates projects, and communicates changes and progress. Completes projects on time and budget. Manages project team activities.
- Develops strategies to achieve organizational goals

Qualifications:

This position requires an Associate Degree or equivalent from a two-year college or technical school. Three to Five years of experience as an IT professional in a governmental setting or other organization having similar IT needs, experience managing other IT staff. Certifications in Network Administration, MCSE, and CCNA. Effective written and verbal communication skills. Valid MN Driver's License.

 Shakopee Public Utilities offers a competitive benefits package. Submit resume and application to HR@shakopeeutilities.com or by mail to Shakopee Public Utilities, Attn: Human Resources, PO Box 470, 255 Sarazin Street, Shakopee, MN 55379-0470. For an application form, call 952-233-1508 or visit our web site at www.shakopeeutilities.com. Applications must be submitted by 4:00pm on November 9, 2021.