Information Technology Director

Shakopee Public Utilities is accepting applications for the position of Information Technology Director. 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 Director 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 ensure the features and functions available within the applications software are being fully and properly utilized.
- Supervises and provides work direction to the Network Administrator and GIS 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, and 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 February 2, 2023.

SHAKOPEE PUBLIC UTILITIES
POSITION GUIDE

September 2021

Position Title: Information Technology Director
FLSA Status: Non-Exempt
Organizational Relationship:
Reports to: General Manager
Supervises: Network Administrator. GIS Administrator

Position Summary:
Senior Network Manager and ensures the security of the Utility's information systems. Ensures the efficient operation of the Utility's computer systems. Troubleshoots computer problems and determines when outside professional help is required. Provide a vision for technology for SPU today and in the future. Must provide cross-departmental support and technology guidance. Functions include solving network problems as they occur, anticipating possible network problems, keeping accurate and up to date documentation on networks, security, providing and documenting access to computer network and
systems, and providing troubleshooting assistance as needed.

Essential Duties and Responsibilities:
• Acts as the Senior Network Administrator for the Utilities and has cross-departmental obligations. Functions include solving network problems as they occur, anticipating possible network problems, keeping accurate and up to date documentation on networks, setting up passwords, security, network printers, providing and documenting access to computer network and systems, and providing troubleshooting assistance as needed

• Protection and backup of all SPU data.

• Provide technology vision and planning for current and future projects.

• Review and recommend IT policies and procedures

• Project manager for SPU technology projects. Collaborate across all departments to help SPU achieve company goals

• Provides, recommends, and organizes ongoing training to computer users to ensure 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 maintain and monitor Utilities' technology systems

• Makes recommendations on software and hardware purchase and installs hardware and software as needed. Coordinates with vendors to assure that maintenance activities are promptly performed, and that hardware additions are properly installed. Maintains an inventory of the Utility's hardware and software

• Provides, recommends, and organizes ongoing training to computer users to ensure that the features and functions available within the applications software are being full and properly utilized

• Other duties as may be required.

Competencies:
Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs workflows and procedures.
Project Management – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.
Leadership – Inspires and motivates others to perform well. Inspires respect and trust. Accepts feedback from others. Provides vision and inspiration to peers and subordinates. Gives appropriate recognition to others. Displays passion and optimism. Mobilizes others to fulfill the vision.
Managing People – Includes others in planning, decision-making, facilitating, and process improvement. Takes responsibility for subordinates' activities. Makes self available to others. Provides regular performance feedback. Develops subordinates' skills and encourages growth. Fosters quality focus in others. Improves processes, products, and services.
Business Acumen – Understand business implications of decisions. Displays orientation to profitability. Aligns work with strategic goals.
Strategic Thinking – Develops strategies to achieve organizational goals. Understands organization's strengths & weaknesses. Identifies external threats and opportunities. Adapts strategy to changing conditions.
Results – Able to articulate and drive need for timely, high-quality results. Motivates by personal example of hard work, dedicated to results. Internally driven to achieve; sets high personal standards. Institutes systems to monitor progress, assure sustainable results. Anticipates, diagnoses, works through roadblocks. Continually seeks to improve work results and methods.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
Education: Associate Degree or equivalent from a tw
Experience: Three (3) to five (5) years of experience as an IT professional in a governmental setting or other organization having similar IT needs, and experience managing other IT staff
Other: Certifications in Network Administration, MCSE, and CCNA. Effective written and verbal communication skills. Valid Minnesota Driver's License

Position Essential Physical Requirements:

The physical demands described here are representative of those that must be met by an employee 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 required to lift 100 pounds, and sit and/or stand more than 2/3 of the work day.
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The Position Guide does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Shakopee Public Utilities and the requirements of the job change.