



# Information Technology (IT) Manager

The St. Charles Public Library District is seeking an experienced Information Technology Manager to lead our IT team and initiatives. This is an incredible opportunity for an innovative, proactive, and empathetic person with exceptional organizational and communication skills to help move the library forward.

This is a full-time, exempt position with supervisory duties. Schedule: 37.5 hours a week (20% remote following probationary period) with evening and weekend availability.

## **ESSENTIAL FUNCTIONS:**

- Provides planning, implementation, training, maintenance, management and evaluation of IT activities and events.
- Ensures the efficient functioning, security, and recoverability of computer systems and other IT equipment.
- Contributes to the overall quality of the department's service by developing and coordinating projects and by reviewing, recommending and implementing improved policies, procedures and services in relation to the changing needs of the library.
- Recommends selection of staff; trains staff and provides for their professional development; plans, organizes, administers, reviews and evaluates the activities of all IT staff in a union environment.

## **QUALIFICATIONS:**

- Strong technical expertise in network administration, systems integration, and cybersecurity.
- Knowledge of operational capabilities and limitations of various computer environments, from large-scale settings to personal computer and local area networks; proficiency managing in a Windows environment, as well as cloud services.
- Leadership qualities with a focus on collaboration, innovation, and customer service.
- An understanding of the principles and practices of employee supervision, including selection, work planning, organization, employee training, motivation, and evaluation.
- Strong project management skills.
- Excellent problem-solving skills and ability to communicate technical concepts to non-technical stakeholders.

## **PHYSICAL REQUIREMENTS:**

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand and walk for extended periods of time; strength to lift and carry up to 50 pounds and push carts that weigh up to 100 pounds; agility to bend, reach and climb; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in computer sciences, information technology, or a related field
- Five (5) years of experience in IT development and operations
- Supervisory experience strongly preferred

**BENEFITS:**

- Annually, four (4) weeks of paid vacation, twelve (12) sick days, three (3) personal days, two (2) individual holidays, eight (8) library holidays.
- Comprehensive benefits package including health, dental, and vision insurance.
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment.
- Professional development opportunities and financial support for continuing education.

**SALARY RANGE:** \$68,309 minimum - \$91,078.63 midpoint; offers are generally made in this range, depending on qualifications and internal equity

**TO APPLY:** Submit a cover letter and resume to [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org), Attention: Kate Buckson, Director

Applications are available on our website: <https://www.scpld.org/>. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

*The St. Charles Public Library is an Equal Opportunity Employer*