



## INTERNAL / EXTERNAL JOB POSTING AFSCME MN COUNCIL 5, AFL-CIO INFORMATION SYSTEMS DIRECTOR

AFSCME MN Council 5 is currently seeking applicants for the position of Information Systems Director. This position is full-time and shall be based out of the South St. Paul Office. A brief description and qualifications for the position are shown below.

### Job Duties/Responsibilities:

- Responsible for IT and Member Action Center Departments.
- Supervise 5 direct reports.
  - IT Network Administrator (1)
  - Data Specialist (1)
  - Member Action Center Staff (3)
- Oversee all programs including Membership Database, Accounting, etc.
- Oversee IT Department, which covers full network/computer/VOIP Phone systems.
- Database administrator.
- Maintain confidentiality of privileged information.
- Network administrator.
- Participates in planning and designing technologies to meet the growing needs of the organization.
- Responsible for working with Finance Director on IT Budget.
- Serve as consultant on various internal processes and procedures.
- Ability to work independently and in a team environment.
- Ability to communicate well with internal and external contacts.
- Other duties as assigned.

### Desired Qualifications:

- Must have a minimum of 7 years' experience in Information Technology/Systems and 5 years at a senior management level.
- Demonstrated ability to maintain confidentiality of privileged information.
- Ability to understand current system, listen and recommend options for the needs of the organization.
- Project management experience preferred.
- Active Directory Experience required as well as an understanding of LAN/WAN network administration.
- Must be proficient in MS Office Suite/O365.
- Detailed oriented with the ability to plan, set priorities, and adapt to rapidly changing situations while meeting commitments in a timely manner and staying focused under pressure.
- Ability to manage multiple projects with attention to detail and follow-through, and to deliver high quality accurate results/products.
- Experience working effectively in a team environment, communicating effectively, resolving issues efficiently, and contributing to the improvement of the infrastructure.
- Strong interpersonal and organizational skills, successful in working both independently and in a team environment.
- SQL knowledge/experience is a plus.
- Adhere to all corporate policies and procedures.

TO APPLY: Send cover letter and resume to Liza Allen, Executive Administrative Assistant at:

- AFSCME MN Council 5, 300 Hardman Avenue South, South St. Paul, MN 55075
- Fax: 651-455-1311
- Email: [Liza.Allen@afscmemn.org](mailto:Liza.Allen@afscmemn.org) (No phone calls please)

DEADLINE: The posting for this position will close Monday, November 27, 2023 at 4:00 PM.

*AFSCME MN Council 5 is an equal opportunity employer*

(11/3/2023/lka)