



# Village of Woodridge

Administration Department • Five Plaza Drive • Woodridge, IL 60517-5014  
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## **POSITION OPENING – INFORMATION TECHNOLOGY COORDINATOR**

The Village of Woodridge is seeking applications for the position of Information Technology Coordinator. This position is responsible for technical and analytical support in maintaining the Village's enterprise system, personal computer inventory, local area networks, wide area network, and telephone system.

### **Position Responsibilities**

- Assist all Village departments with administrative functions on our ERP Tyler-Munis Cloud solution, including financials, budgeting, purchasing, utility billing, human resources, payroll, permits, business licenses, and work orders.
- Create custom reports and analyze data for various projects and users as required.
- Provide support for Microsoft Windows servers, desktops, WAN-LAN connectivity, and AS400 legacy applications.
- Install, maintain, repair, and update hardware and software on various systems.
- Responsible for coordinating and providing training to Village employees.
- Support of internal Shoretel IP phone system, copiers and department mobile phones.

### **Required Knowledge, Skills and Abilities**

- Experience with SQL Database Management and Reporting.
- Minimum of two years of college or technical school coursework in computer science is preferred.
- Appropriate knowledge of Windows Server 2012, Windows 10 Pro operating system and MS Office 2016.
- Experience with Tyler-Munis software and/or other municipal software a plus.
- Experience with Microsoft Exchange 2016 including Active Directory, Domain Controllers and Print servers.
- Strong interpersonal skills and ability to work well with employees and vendors.
- Purchasing and Contract negotiations a plus.
- Ability to be available 24-hours per day/7 days per week to respond to emergency callouts is required.
- Good organization, follow-through, and time management skills; excellent attention to detail, ability to multi-task, proactively troubleshoot, problem solve, and make sound judgements.
- Ability to communicate effectively, orally and in writing. Ability to translate and explain complex and technical data process matters to non-technical employees.
- Ability to establish and maintain effective working relationships. Ability to instruct employees on the use of personal computers, software, and peripherals.
- Ability to work independently and be self-motivated in mid-to fast pace environment.

### **Benefit and Salary Information**

This is a full-time, forty-hour per week position with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick days. The salary range is \$63,648-\$90,126 depending on qualifications.

### **Application and Testing Process**

Applications are available on the Village website: [www.woodridgeil.gov](http://www.woodridgeil.gov). Please include a cover letter and resume. Submit application materials to Human Resources, 5 Plaza Drive, Woodridge, IL 60517, fax to (630) 984-7278, or e-mail to [hr@woodridgeil.gov](mailto:hr@woodridgeil.gov). **Application review to begin immediately; position open until filled.**

*Applicants with disabilities, who will need accommodations in order to complete any portion(s) of the application, should contact the Administration Department.*

Posting Date: October 23, 2020