



# Employment Opportunity

## IT Project Manager

Administrative Office, St. Peters, MO

Schedule: Monday through Friday, 8:00am-5:00pm

### **Position Summary:**

Effectively manages Information Technology projects across the District, overseeing all aspects including planning, design, testing and implementation. Collaborates with IT Manager and library staff to determine technology needs, solve problems, and assist in developing system enhancement plans. Assists the IT Manager in procurement & invoice management and vendor relations; documents and maintains Information Technology policies and procedures. Provides operational and documentation support for Library Systems. Establishes working relationships with managers and users in all departments and branches to enhance collaboration.

### **Requirements:**

- BS/BA degree in a related field and 3 years related IT experience
- Superior organizational skills
- Advanced PC user with expertise in Microsoft and Google products
- Ability to effectively communicate with internal customers in regard to IT projects and activities
- PMP certification helpful, but not required

[The full job description can be found on our website](#)

**Benefits & Salary:** We offer a full benefit package which includes healthcare and dental insurance, retirement plan, deferred compensation (457) plan and generous time off. Starting rate is \$50,199 annually.

**Deadline for applications:** Monday, February 19, 2018

Applications are available at any Library Branch or on our website at [www.youranswerplace.org](http://www.youranswerplace.org).

**For immediate consideration:** Cover letter and resume with completed application can be returned to the Library Branches, emailed to [HR@stchlibrary.org](mailto:HR@stchlibrary.org), or mailed to SCCCLD, Human Resources, 77 Boone Hills Dr., St. Peters, MO 63376.

Please note: We appreciate your interest in the Library District, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.