

Director of IT

COMPANY HISTORY

Power/mation is a nationally recognized distributor specializing in advanced automation hardware and software products. We help our customers improve their manufacturing processes by assisting them in the application of unique automation solutions in the following technology areas: motion control, logic control, software, sensors, vision, safety, power transmission, panel components and services. Power/mation began in 1961 and has grown to locations within Minnesota, Wisconsin, Illinois, Iowa, Nebraska and the Dakotas. For more information, please visit our web site at www.powermation.com.

DUTIES

Power/mation is searching for a Director of IT in our St. Paul office. The Director of IT ensures the streamlined operation of the IT Department in alignment with the business objectives of Power/mation. This individual is responsible for all corporate information technology activities including system analysis, programming, and computer auxiliary operations as well as overall planning, organizing, and execution of IT functions companywide. They also oversee the strategic relationship between information technology and other functions within the organization.

RESPONSIBILITIES

- Lead IT Department's operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources. Plan, coordinate, direct, and design IT-related activities of the organization, as well as provide administrative direction and support for daily operational activities of the IT department.
- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, hardware, software, peripherals, help desk and technical support services. Analyze complex business needs presented by the user community and/or clients and recommends technical solutions.
- Recommend and plan for information technology to support and meet company objectives based on research and evaluation. Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems. Approve and oversee IT projects. Produce detailed time line and monitor progress of all IT projects.
- Partner with management team to align company information technology with strategic direction. Work with stakeholders and management to define business and systems requirements for new technology implementations. Report to leadership team on information technology plans, projects, and related matters.
- Maintain the organization's awareness of developments in information technology and computer hardware and software for the formulation of long- and short-range plans for the acquisition and implementation of new equipment and techniques.
- Negotiate and administer vendor, outsourcing, and consultant contracts and service agreements.
- Practice asset management for IT hardware, software, and equipment.
- Manage financial aspects of the IT Department, including purchasing, budgeting, and budget review. Develop business case justifications and cost/benefit analyses for IT spending and initiatives.

- Develop and implement all IT policies, procedures, and best practices, including those for infrastructure, security, disaster recovery, standards, purchasing, and outsourced service needs.
- Structure, lead, train and develop IT staff for maximum effectiveness. Establish performance standards, monitor employee performance, conduct timely evaluations and salary reviews for assigned personnel and take disciplinary actions when necessary. Provide ongoing training, coaching, counseling and development of employees. Participate in the interview and selection process of new IT employees.

QUALIFICATIONS

- Four-year degree in computer science or related area and at least eight years computer system experience. Requires at least five years previous supervisory/management experience.
- Must be analytical and self-motivated with demonstrated leadership abilities.
- Ability to analyze and resolve problems quickly and effectively.
- Ability to write reports and business correspondence clearly and concisely.
- Must effectively present information & respond to questions from groups of managers & end users.
- Ability to coach and counsel department employees.
- Ability to organize and handle multiple, changing priorities.
- Experience with: LAN/WAN, Windows Server Environments, Windows Operating Systems, Microsoft Office Suite, email system management (including spam/malware/spyware), firewalls, antivirus hardware/software, VoIP phone systems, IBM AIX servers and backup systems.
- Availability for occasional overnight travel to other company locations.

Qualified individuals may send their cover letters and resumes to marylou.groberski@powermation.com



Providing innovative automation solutions with exceptional customer service.

Equal Opportunity Employer