



Dane County Humane Society

Helping People Help Animals

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • giveshelter.org

Job Title: Information Technology Administrator

Reports to: Assistant Executive Director

Supervises: N/A

Hours: Part-time, 25 hours/week; regular schedule is flexible with some nights and/or weekends responsibilities.

Pay Rate: \$16-20/hour

Scope of Position: This position assists staff with technical support of desktop computers, applications, and related technology. Support includes specification, installation, and testing of computer systems and peripherals. Activities require interaction with application software and operating systems to diagnose and resolve unique, non-recurring problems. The position utilizes one-on-one consultancy to end users. This position also assists in the maintenance and testing of network servers and associated equipment. The position's responsibilities require independent analyses, communication and problem solving. Work is performed with little supervision and requires initiative and judgment.

Duties and Responsibilities:

Manage Overall Shelter IT

90%

- Establish technology standards and guidelines.
- Document and maintain hardware and software records.
- Assist staff with the acquisition, installation, configuration, and ongoing usability of desktop computers, peripheral equipment and software within established standards and guidelines.
- Resolve technical problems with network, server, and desktop computing equipment or software.
- Recommend, acquire and train staff on use of hardware and software.
- Recommend and / or performs upgrades on systems to ensure longevity.
- Assesses functional needs to determine specifications for purchases.
- Creates and executes short- and long-term plan for technology support, including yearly budget recommendations.
- Manage Servers, Hyper-V, virtual machines, active directory, and other associated network tools and applications.

- Manage NVR security systems, music systems at main shelter and Thrift store.
- Manage IP phone system.
- Manage all licensing needed for software, hardware or domain.
- Managing Office 365 for email, Teams, Onedrive, and Azure AD.
- Manage security for the network and workstations.
- Other duties as assigned.

Special Projects and Events

10%

- Assist with IT related planning and implementations for building projects and special events.
- Other duties as assigned.

Qualifications/Requirements:

- Minimum of Associate's Degree in information technology or other equivalent experience.
- Experience with Microsoft server, Hyper-v and Windows operating systems.
- Experience with network design and implementation
- Preferably some experience with managing Office 365.
- Strong organizational skills and ability to manage and complete a variety of tasks.
- Solid interpersonal and customer service skills.
- Ability to lead without direct authority.
- Ability to build and maintain professional, friendly relationships with the public, volunteers and co-workers.
- Excellent written and verbal communication skills.
- Ability to work with minimal direction.
- Willingness to learn philosophies and culture of the animal welfare industry.

To Apply:

Please fill out our online employment application (<https://survey.alchemer.com/s3/7075458/DCHS-Employment-Application>) or send a cover letter and resume to Doug Brown, Assistant Executive Director at dbrown@giveshelter.org by August 31, 2023 for best consideration. Applications will be accepted until position is filled.

Dane County Humane Society is an Equal Opportunity Employer. At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.

DCHS strives to be a welcoming, respectful and inclusive workplace. We know that working in animal welfare can be challenging at times, so DCHS and our staff make a concerted effort to support each other and have fun together. When you join our team, you'll regularly get the chance to participate in costume competitions

(for you and your pets!), bake-offs, trivia nights, and even our volleyball team, the Humaniacs! Join the Wellness Committee and you can try your hand at helping to organize the events your colleagues enjoy. DCHS staff and leadership have also created a Diversity, Equity and Inclusion (DEI) Committee, open to all staff members, that is working to better serve our clients, volunteers, colleagues and all members of our community. Racism and intolerance have no place in our organization or in the more humane future we are building.

Full-time staff also enjoy a generous benefits package including health insurance, dental insurance, 403(B) plan, short-term and long-term disability insurance, and life insurance. Time off includes 2 weeks of vacation, 12 days of sick leave, and 8 paid floating holidays annually, plus 3 days of personal time after one year of employment (Part-time staff also earn some paid time off based on their average hours worked). We know pets are family too, so your sick leave can be used for veterinary appointments, and you'll receive discounts on adoption fees and dog training classes. All employees receive discounts on youth day and summer camps. Pet food, medication and animal supplies from DCHS vendors can be ordered for personal use at cost + 10% admin fee.