

BINDER PARK ZOO

TECHNOLOGY SPECIALIST

Mission Statement: To Connect, Inspire, Conserve. Connect people with nature. Inspire them to conserve.

REPORTS TO: Chief Financial Officer
SEASONAL OR NON-SEASONAL: Non-Seasonal, Benefited
FLSA STATUS: Salaried / Exempt

POSITION SUMMARY:
Manages all technology needs of the zoo including computer, point of sale, fiber optics, IP phone and alarm systems.

- POSITION REQUIREMENTS:
• Associate or Bachelor Degree in technology related field.
• Must be 18 with a valid driver's license.
• Computer literate in Microsoft Office.
• Experience with network design and management including hardware and software.
• Excellent interpersonal and organizational skills.
• Ability to plan, organize and handle multiple tasks as necessary.

- ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
• Maintain confidentiality and security of sensitive information.
• Manage the zoo's computer network in a professional and knowledgeable manner.
• Manage the zoo's fiber optics network throughout the entire campus.
• Manage the zoo's point-of-sale systems.
• Ensure policies and procedures are being adhered to as they pertain to electronic information.
• Troubleshoot technology issues and coordinate assistance from outside contractors.
• Become familiar with the zoo's website design including online registrations.
• Document the zoo's technology network.
• Manage the functions of the IP phone system throughout the zoo.
• Coordinate the alarm systems throughout the zoo while working with outside contractor.
• Create and maintain technology plans for the zoo's future.
• Relate positively with diverse groups of people (guests, staff and volunteers).

- OTHER DUTIES AND RESPONSIBILITIES:
• Comply with all Binder Park Zoo policies and procedures.
• Participate in team oriented zoo projects as needed.

SUPERVISORY RESPONSIBILITIES: N/A

- PHYSICAL AND ENVIRONMENTAL DEMANDS:
• Ability to work a flexible schedule including extended hours, weekends and holidays (during open season).
• Ability to read, speak and write English in order to fulfill job functions in an understandable way.
• Ability to sit, stand, bend, lift and move intermittently.
• Ability to operate a computer using a keyboard and mouse.

APPROVAL: Supervisor Signature Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Technology Specialist. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.
Employee Signature Print Name Date

Binder Park Zoo offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.