



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ASSISTANT DATA CENTER MANAGER / EFIS TRAINER

The Missouri Public Service Commission is looking for a self-directed, creative individual to join our Data Center Department in our Jefferson City Office.

This position is primarily responsible for the Electronic Filing and Information System (EFIS) documentation and training duties. This position will also serve as an assistant/back-up for the Data Center Manager. This position is responsible for responding to external and internal users' EFIS-related helpdesk tickets and developing and administering training courses for internal and external users of the EFIS program. This position will also work with development staff to propose and test EFIS enhancements.

QUALIFICATIONS: Four years work experience in the areas of business or public administration, legal, utility regulatory, or similarly specialized position responsible technical or professional work or in a capacity that would provide experience in automated office systems, quality management and workflow analysis, or information systems. Or graduation from an accredited four-year college or university with a degree or equivalent college coursework in areas that include, but are not limited to, information technology, business administration, management, or public administration. Working knowledge of Word, Excel, Outlook, Access, PowerPoint, Intranet and Internet required. Practical experience in using EFIS is strongly preferred.

Starting annual salary range is \$39,984 - \$42,288 with a potential increase at the completion of a successful probationary period. To be considered for this position, please submit an application, resume, a copy of all transcripts, and a one to two page technical writing sample by 5:00 pm on **January 31, 2014**, to MO Public Service Commission, **Reference Number SGC050114**, P.O. Box 360, Jefferson City, Missouri 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit www.psc.mo.gov.

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