Date: May 16, 2023

Job Title: **IT Manager**

Supervision: None

Reports to: CFO

Classification: Exempt, Full Time, Days, Monday through Friday, Core hours 7:30 – 4:00

Environment: Primarily office

Physical: Office work, Prolonged periods sitting at a desk and working on a computer. frequently lifts 10lbs and occasionally 25lbs plus bending, navigates uneven ground regularly

SAFETY: MANDATORY UNCOMPROMISING COMPLIANCE TO COMPANY SAFETY POLICIES

Competencies: Analyzes Issues and Solves Problems, Manage Execution, Focus on Continuous Improvement, Seasoned Judgement, Communication, Drive for Results, Technical Acumen: Information Technology Systems

The IT Manager is responsible for coordinating, planning, and leading computer-related activities in the company. This individual will help to determine the IT needs of the company and is responsible for implementing computer systems to fulfill the organization's information systems requirements related to networks, hardware and software.

Essential Responsibilities:

* Lead IT projects, including the design, deployment and training of new IT systems and services
* Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
* Help define IT infrastructure strategy, architecture, and processes to support the growth of the organization
* Develop and obtain buy-in for IT policies
* Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs and to identify and implement IT improvements for commercial activities
* Assess vendors and develop test strategies for new hardware and software
* Procure, deploy, manage, and track hardware and software for the business and for the employees
* Troubleshoot hardware and software issues related to internal IT
* Continually assess company IT security posture. Recommend and implement improvement activities

Knowledge, Skills and Abilities to perform duties effectively:

* Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies
* Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
* Excellent verbal and written communication skills
* Strong critical thinking and decision-making skills
* Excellent project management skills and strong ability to prioritize
* Firm grasp on IT infrastructure and operations best practices
* Must possess experience with Active Directory (AD), IT inventory or asset management systems, and fluency with other relevant enterprise IT systems and best practices
* CISSP or other comparable information security certification is a plus, but not required
* Experience with cloud infrastructure (AWS, Azure, Google Cloud, Digital Ocean) is a plus, but not required

Required Education & Experience

* Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience
* 5+ years of experience working in IT operations