

**JOB DESCRIPTION**  
**INFORMATION TECHNOLOGY MANAGER**  
**DEPARTMENT: IT**

**POSITION SUMMARY**

This is a non-exempt position under FLSA. An employee in this position must be fluent in all basic computer/server skills & have a basic understanding of Microsoft based networking. Work in this position involves frequent contact on matters of both policy and procedures with all County departments. The employee shall possess strong organizational, communications, and public relations skills.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Must be self-motivated
- Must be willing to work flexible hours, some weekends & evenings
- Maintain Microsoft PC's & Servers
- Make sure updates and security patches are applied on Servers and PCs.
- Maintain & Monitor Microsoft based network (Wired & Wireless)
- Responsible for network security
- Responsible for the purchase & replacement of Computers, Servers, Printers, Scanners & Networking Equipment
- Maintaining a replacement schedule for computers, servers, & IBM Iseries (AS/400)
- Maintain & Replace backup UPS units
- Maintain County Facebook Profile, assist County Departments with their FB pages
- Maintain and update County Website
- Maintain, Update & Monitor Antivirus
- Maintain, Update & Monitor Server & PC onsite and offsite backups
- Monitor Network Attached Storage
- Making sure all software, hardware, maintenance contracts, licensing, & agreements are the appropriate number, current and the appropriate type for all computers & servers, and networking equipment.
- Maintain Inventory of networking, computer and server equipment.
- Prepare budget for department
- Creating and Maintaining a Disaster Recovery Plan
- Setting up new user accounts, removing former employee accounts
- Prepare computers for new users
- Insure preinstallation vender requirements are fulfilled
- Attend County Commissioner Supervisor meetings, budget hearings and at the request of a supervisor who would like your assistance regarding the purchase of software or equipment.

**MARGINAL FUNCTIONS**

Provide technical assistance for all departments as needed  
Perform other duties as deemed necessary or assigned by Commissioners

**EXPERIENCE**

One to three years of similar or related experience is required. Employee is expected to have an acquired the necessary information and skills to perform the job reasonably well within six months of employment.

## **EDUCATION**

High school diploma or GED. Computer experience is required. Employee will be required to attend continuing education classes.

## **TECHNICAL SKILLS**

A thorough knowledge of computers is required. This employee must be able to efficiently operate computers, servers, printers and other departmental equipment. Must have the ability to read and interpret manuals, reports, and written instructions.

## **PROBLEM SOLVING**

A high degree of problem solving is involved in this position. This employee encounters problems with both employees and the general public.

## **DECISION MAKING**

Decision-making is a major factor in this position. This employee makes decisions about complaints, computer conflicts, purchasing equipment, and must perform daily duties in the most efficient manner.

## **SUPERVISION**

This position is subject to supervision from the County Commissioners.

## **FINANCIAL ACCOUNTABILITY**

This employee is responsible for departmental resources and actively participates in the annual budget process.

## **PERSONAL RELATIONS**

Daily contact with co-workers, supervisory personnel, occasional general public, and the County Commissioners is expected. Must have ability to maintain high standards of confidentiality in all areas. Maintain good interpersonal skills and be a "team player."

## **WORKING CONDITIONS**

Working in an office setting with a computer is the primary aspect of this position.

## **PHYSICAL REQUIREMENTS**

This employee may be required to move and lift heavy boxes on an occasional basis. Must be able to lift 50+ pounds. A certain amount of bending and twisting can be expected.