



### JOB DESCRIPTION

Job Title:	<b>IT Manager</b>	Pay Grade:	<b>MA</b>
Department:	506 – Data Center	Reports to:	Chief Financial Officer
Status	Exempt/Salary	Revision Date:	September 9, 2021

**SUMMARY:** The IT Manager is a key member of our management team. This position is responsible for coordinating, planning, and leading all computer related activities in the Organization. The IT manager helps determine the IT needs of the organization including prioritization of all new development or programming needs. This position manages and implements all required systems, including the network and server infrastructure of the company. The IT Manager also serves as the cyber security officer and enforces all policies and procedure related to the management of IT services.

Commented [HC1]: Is this the same as Enterprise security?

### DUTIES AND RESPONSIBILITIES

- Plan and develop policies and procedures for carrying out system operations.
- Manage IT Staff, resolve problems and ensure that standards for quality and quantity of work are met.
- Manage Business Intelligence and Data Warehousing needs and strategies.
- Researches and implements technological strategic solutions.
- Meet with IT staff to determine impact of proposed changes to hardware or software on computer operations and service to users.
- Monitor performance of information technology systems to determine cost and productivity levels.
- Evaluate proposed IT projects to assess adequacy of existing hardware and recommend purchase of equipment.
- Support all WAN Configuration needs.
- Develop budget and monitor expenditures.
- Assess vendors and develop test strategies for new hardware and software
- Support sister divisions in IT services when needed.
- Manage the overall security as it relates to all IT computer systems. Is a key member of the team that reviews all other company security requirements, including Building/Premise Security.
- Identify education and training requirements for key members of IT staff.
- Monitor the companies web activities and coordinate enhancements.
- Responsible for set up of new users password in ERP system.
- Manage Help Desk activity and software needs
- Manage the SAP/ECC/S/4HANA Migration
- Ensure Affective Backup and Recovery procedures exist
- Manage Cloud Services, including Amazon Web Services and Asure Time System.
- Support Company with all Audio/Visual Equipment needs.
- Perform other duties as required or requested.

### SUPERVISORY RESPONSIBILITIES

- Manage the activities and workload of department staff.
- Evaluate department performance and those staff members directly reporting to this position.

### EDUCATION AND EXPERIENCE:

- Bachelor's degree with a minimum of 10 years' experience in computer technology; or equivalent combination of education and experience.

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**QUALIFICATIONS**

- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems and phone systems (Avaya IP Office)
- Proficient in MS Office, specifically Office 365: Word, Excel, PowerPoint, Outlook and others as needed.
- Project Management experience required.
- SAP experience required.
- General EDI Knowledge (SAP iDocs is ideal)
- Strong interpersonal skills. Experience in interacting with all levels and departments within a company.
- Ability to maintain strict confidentiality of sensitive financial and customer information.
- Experienced in leading and managing large IT projects and rolling out IT infrastructures across various technologies
- Must work efficiently and effectively, both independently and as a team.
- Strong multi-tasking, follow-through and organizational skills with the ability to pay close attention to detail under strict guidelines.
- Strong Critical thinking and decision-making skills
- Ability to prioritize

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Work environment consists mostly of office setting but may on occasion work in manufacturing environment that may have exposure to noise, varying temperatures, smells.

Annual Testing Required			
	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)		No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses (as needed)		Protective Clothing
X	Hearing Protection (as needed)		Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing		X		
Walking		X		
Sitting			X	
Use hands to handle or touch				X
Use fingers to pinch or grasp		X		
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X

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Smell or Taste	X			
Use foot/feet to operate machine	X			
<b>Weight of material to lift</b>	<b>Time Spent</b>			
	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			

<b>Weight of material to push or pull</b>	<b>Time Spent</b>			
	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			
	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Repetitive Motion			X	
<b>Tools or Equipment Used</b>	<b>Time Spent</b>			
(e.g. forklift or computer, etc.)	<b>None</b>	<b>Up to 1/3</b>	<b>1/3 to 2/3</b>	<b>2/3 to all</b>
Computer				X
Phone			X	
<b>Travel Required</b>	<b>% of Time</b>			
Domestic	10%			
International	0%			

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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