



## Job Description

**Job Title:** Information Technology Manager  
**Department:** Information Technology  
**Reports To:** President  
**FLSA:** Exempt

**Summary:** Directs and coordinates development and production activities of the Information Technology Department by performing the following duties:

**Essential Duties and Responsibilities** include the following:

### General:

- ❑ Consults with management to analyze computer system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.
- ❑ Manages the development, implementation, installation, and operation of information and functional systems for the organization.
- ❑ Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- ❑ Negotiates and contracts with consultants, technical personnel, and vendors for services and products.
- ❑ Provides support to end users in the selection, procurement, usage, and maintenance of software programs and hardware.
- ❑ Manages computer operation scheduling, backup, storage, and retrieval functions.
- ❑ Develops, maintains, and tests disaster recovery plans.
- ❑ Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project.
- ❑ Reviews project feasibility studies and establishes work standards.
- ❑ Prepares progress reports to inform management of project status and deviation from goals.
- ❑ Analyzes department workflow and workers' job duties to recommend reorganization or department realignment within the company.
- ❑ Prepares proposals and solicits sales of systems analysis, programming and computer services to outside firms.
- ❑ Other duties as assigned.

### Management:

- ❑ Directs, coordinates and evaluates Information Technology Department.
- ❑ Provides direction and example for interpretation and application of company policies and procedures to the information technology activities.
- ❑ Recommends and develops plans for systems development and operations, hardware and software purchases, budget, and staffing.
- ❑ Conducts interviews and makes hiring decisions for vacant position within the Information Technology Department.
- ❑ Trains employees within the Information Technology Department.

- ❑ Plans, assigns and directs the work of subordinate Information Technology Department employees.
- ❑ Manages employee performance through appraisals, rewards, recognition and performance improvement plans.
- ❑ Addresses all employee complaints and grievances and works to resolve issues.

**Education and/or Experience:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a five-year college or university program certificate, (B.A. or B.S) and five years related experience and/or training. This position also requires extensive experience with ERP Systems, working knowledge of accounting software, database software, design software, development software, manufacturing software, human resource systems, internet software, payroll systems, spreadsheet software and word processing software. **Epicor software experience preferred.**

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and/or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.