



JOB DESCRIPTION

NAME:	
TITLE:	Information Technology Manager
REPORTS TO:	Director of Digital Strategy
DATE:	July 1, 2019

Check applicable interactive boxes below:

Exempt Non Exempt Full-Time Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

The Information Technology Manager oversees technology operations to ensure O’Dea has properly functioning systems and equipment that meet the needs of the school. This position ensures all community members have appropriate access to technology systems and provides individualized support related to hardware and basic software. The position is also responsible for managing equipment inventory.

Essential Functions/Responsibilities:

- 1. Oversee technology to ensure O’Dea has properly functioning systems and equipment to meet the needs of the school**
 - Maintain technology equipment (servers, network, switches, wireless, VOIP telephone system, intercoms, door system, surveillance cameras, copier, etc) to ensure it is functioning properly and effectively in support of administrative and educational operations.
 - Maintain classrooms PCs and AV Extron equipment.
 - Act as liaison with technology vendors and manage relationships.
 - Oversee functioning of the technology operations to ensure O’Dea has an effective, efficient, and safe environment.
 - Ensure system is appropriately backed up and a plan is in place for retrieval of data if needed.
 - Direct and/or perform the installation of technology systems and equipment.
 - Ensure network is secure.
 - Stay up to date with technology developments and recommend appropriate direction and plans in concert with identified school needs.
- 2. Ensure all community members have appropriate access to technology and receive support and training on use**
 - Authorize permissions and individual access to technology applications or services to ensure proper access by faculty, staff, students, parents and others.
 - Maintain Active Directory, Office 365, and software licenses.

- Provide individualized training to faculty, staff and students primarily related to hardware, but some software applications as well.
- Troubleshoot issues with technology and provide solutions for faculty, staff, and students.

3. Manage equipment inventory

- Maintain inventory of technology equipment, oversee equipment purchases within budget, and appropriately dispose of equipment.
- Recommend and follow budget for technology hardware including use of e-rate.

4. Other responsibilities

- Communicates technology related activities in a timely manner.
- Stay up to date with latest technology trends.
- Work with volunteer Technology Committee on ongoing and future IT related projects.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:

- HS Diploma Associate Degree BA/BS Masters PhD/MD

List preferred related field for degree:.

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

3-5 years related experience

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

N+, A+, MCSE desired

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Time management, communication, customer service, ability to problem solve and ability to troubleshoot are important competencies for this position.

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Knowledge of Meraki Cloud, Office 365, Cisco Umbrella, Extron Systems, Windows 10, Cisco CCM Call manager, and Networks

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		x		
Bending		x		
Standing		x		
Stooping			x	

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Sitting				X
Climbing	X			
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			
Stretching/reaching		X		
Distinguish smell/temperature	X			
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment				X
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials	X			
Exposure to outside activities that could include extreme temperatures or inclement weather	X			
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Approvals:

Employee

Date

Supervisor

Date