

Mandli Communications

Job Description

Job Title: **IT Manager**
Department: Operations
Reports To: Operations Manager
FLSA Status: Exempt
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Approved By:
Date: 03/07/2012

Basic Function

To plan, supervise, and control the installation and maintenance of systems control software including operating systems, database management systems, telecommunication software, and systems utilities.

Responsibilities

1. Oversee installation and maintenance of all operating systems, telecommunications systems, database systems, and systems utilities in support of the corporation's operating environment.
2. Recommend additions or enhancements to the company's hardware and software environment to provide appropriate services at the lowest cost.
3. Establish and maintain a program to ensure appropriate control over changes to system hardware and software.
4. Negotiate and coordinate maintenance and purchasing contracts regarding hardware and software needs for the company.
5. Develop an annual budget and plan for accomplishing systems objectives within the framework of overall Operations objectives.
6. Review the organizational plans, objectives, and goals and make changes as needed.
7. Perform other related duties as assigned.

Skills

Oral Communication Skills
Written Communication Skills
Programming Skills
Technical Communication
Budgeting
Organization
Project Management
Time Management
Windows, Linux, Apple Operating System

Education/Training

Degree: Bachelors Degree

Experience

Prior management and systems programming/technical support experience required. Must be familiar with Apple computer environments.