

SAGINAW COUNTY ROAD COMMISSION

JOB DESCRIPTION

POSITION: INFORMATION TECHNOLOGY MANAGER

Non-Union Salaried Position

General Summary:

Under the supervision of the Managing Director, the Information Technology Manager Works as chief integrator for all systems, tools, software, and hardware within the corporate environment. Administers the installation, configuration and maintenance of all physical infrastructure equipment and software within the network and server/storage environments.

Major Duties of Position:

1. Administration and support of the organization's computer IT environments, which includes but is not limited to implementing system configuration, determining hardware, software and system functional specifications and performing system installation.
2. Administer the installation, operation, maintenance, and upgrades of hardware and software systems. This includes the WAN/LAN, servers, and data storage environments.
3. Configures and maintains physical / virtual servers, internal / cloud applications, end user computers, security, disaster recovery solutions, and network design and implementation.
4. Implementation and management of system back-up, restoration and controlling protocols/procedures.
5. Manages IT vendor relationships and licensing agreements.
6. Consults with staff members on technology improvements and workflow streamlining. Ability to modify and develop applications to perform improvements in functionality or integration capability.
7. Makes recommendations to management regarding systems or procedural improvements, including recommendations regarding existing and/or new equipment or software, security appliances, or other IT solutions.
8. Establishes and administers the monitoring, measuring and evaluating of hardware, software and network capacity performance.
9. Ensures IT security through managing accounts, permissions, email, anti-virus, anti-spam and installs security programs to prevent unauthorized access to privileged data and information.
10. Performs troubleshooting of servers, workstations and associated systems. Troubleshoots malfunctions to network hardware and applications for resolutions.
11. Coordinates the GIS activities of the Road Commission.
12. Administers and coordinates the activities of the telephone, voicemail, cellular, and radio communication systems.
13. Administer, maintain and perform periodic testing of the IT Disaster Recovery (DR) capabilities of the organization.

Job Qualifications:

1. Bachelor's Degree in Computer Science or Information Systems (or related degree/equivalent combination of work experience) is required
2. 3+ years qualifying technical experience of a majority of the following:
 - Windows Server 2016/2012/2008 computing environments (Windows File Servers and PCs).
 - VMware vSphere
 - Office 365
 - Network Engineer/Systems Administrator using Ethernet, TCPIP, etc.
 - Router/Switch/Firewall configuration and maintenance experience.
 - Support experience with NAS/SAN data storage technologies
 - Support experience with Backup/Recovery and High Availability technologies.
 - Windows Server Active Directory and Group Policy configuration.
 - Programming, scripting abilities.
 - Requirements gathering, IT Strategy and planning.
 - Procedure creation, documentation.
3. Ability to communicate with upper management, co-workers and vendors.
4. Must be able to regularly lift and/or move up to 25 pounds