



Position Description –International Headquarters

Date	November 20, 2020
Title	Information Technology Manager
Education Requirements	Bachelor’s degree (Graduate degree desired) ComputerScience/Engineering
Experience Required/Desired	At least 10 years hands on experience in information technology
Immediate Supervisor	Chief Information/Technology Officer
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position	Provides operational and tactical leadership to the Information Technology Team responsible for providing and maintaining the centralized information technology and audio/visual needs of the organization. The primary person responsible for ensuring the information technology systems operate within industry standards.
Essential Functions	<ol style="list-style-type: none"> 1. Understands organizational information technology needs and help the organization understand the different options and consequences of possible solutions 2. Identifies potential threats to business-critical information technology systems (e.g. Shelby, websites, SQL databases, and intranet) and implement immediate measures if such action is required 3. Designs and implements disaster recovery and back-up procedures and information security and control structures 4. Uses systems analysis techniques and procedures, including consulting with users, to determine hardware, software, and system functional specifications 5. Coordinates the design, development, documentation, analysis, creation, testing and modification of computer systems and programs, including prototypes, based on and related to user and system design specifications 6. Keeps up to date with applicable technological knowledge

	<ul style="list-style-type: none"> 7. Completes projects by coordinating resources and timetables 8. Audits the performance of information systems 9. Supervises and evaluates staff 10. Maintains highest level of confidentiality while working with personal and business sensitive information.
Competencies/Skills	<p>Required</p> <ul style="list-style-type: none"> 1. Decision Quality 2. Developing Direct Reports 3. Integrity and Trust 4. Personal Learning 5. Process Management 6. Technical Learning 7. Confronting Problems 8. Time Management 9. Planning 10. Functional/Technical Skills <p>Desired</p> <ul style="list-style-type: none"> 1. File and database administration (incl. backup and storage solutions), SQL and reporting solutions 2. Network administration, including virtualization and remote access solutions 3. Software development and maintenance 4. A working knowledge of data warehousing 5. Audio/visual technology 6. Hardware maintenance 7. A working knowledge of cloud computing 8. An excellent knowledge of church policy and processes 9. Mastering Microsoft Office products and other productivity tools 10. Supervisory experience 11. Application/System integration
Supervisory Responsibility	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>One Information Technology Coordinator, one A/V Support Coordinator and Information Technology Specialist, IT contractors, and contractual A/V support staff and volunteers</p>
Other Duties	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
Registered Youth Worker	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
Ministerial Status	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
Overtime Status	<p><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt</p>