

The Humane Society for Tacoma & Pierce County
JOB DESCRIPTION

JOB TITLE: Information Technology Manager
DEPARTMENT / CLASSIFICATION: Full-Time
REPORTS TO: Chief Financial Officer
SUPERVISES: N/A

JOB SUMMARY: The IT Manager oversees the operations of all IT hardware, software, security and infrastructure on a daily basis. Researches emerging changes to the security and IT environment and recommends implementation of the best solutions for the Humane Society. Assists in setting goals with regards to the IT infrastructure and needs for support of the organization. Manages the data integrity within the applications used by the Humane Society.

ESSENTIAL DUTIES & FUNCTIONS:

- Responsible for the daily management of all IT hardware, software and infrastructure.
- Assures staff is appropriately trained in the Humane Society’s software programs.
- Engages in the Emergency Management Procedures for the safeguard of systems and data in the event of a disaster.
- Installs new computer equipment and software as needed
- Maintains the VoIP phone system.
- Performs system upgrades as needed.
- Design, develop, implement and coordinate systems, policies and procedures.
- Ensure security of data, network access and backup systems.
- Audit systems and assess their outcomes.
- Preserve assets, information security and control structures.
- Handles annual budget and ensures cost effectiveness.
- Maintains the security system for the organization, as well as the security monitoring system.
- Willing and cooperatively performs other duties as assigned by proper authority, that may not be in specific job description.
- Is flexible with scheduling and is available when away from the facility as needed to meet the needs of the organization.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sound judgement and ability to exercise complete discretion when dealing with confidential information
- Computer skills in a Windows environment preferred including Word, Excel, Power Point, Chameleon, Crystal reports
- Outgoing, polite and professional manner
- Team player, able to work in a fast-pace environment and multi-task.
- Communicate effectively orally
- Excellent organizational skills
- Must possess a valid and unrestricted Washington state driver’s license with a clean DMV record for the past 3 years
- Must have the ability to multi task, prioritize and handle high levels of stress
- Position requires excellent organizational skills, as well as high level of accuracy and attention to detail. Must be dependable, have proven ability to meet deadlines and follow detailed instructions without need of constant support.

Education/Certification:

- Prefer the completion of a bachelor’s degree at an accredited college or university in Computer Science MIS or similar field and 2 years’ experience maintaining computer systems.

Experience:

- Any acceptable combination of education, training and/or experience in IT Management
- 2+ years experience proven work experience as an IT manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Expertise in data center management and data governance
- Hands-on experience with computer networks, network administration and network installation

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- Math skills (E)
- Computer skills (E)
- Speak, read, and write in the English language (B)

Skill and ability to:

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand			X		
Walk		X			
Lift <10 lbs					X
Lift 10-25 lbs			X		
Lift 26-50 lbs		X			
Lift 51-75 lbs		X			
Lift 76-100 lbs		X			
Twist		X			
Reach		X			
Push and Pull		X			
Climb		X			
Sit					X
Vision					X
Hearing			X		