

Position Description

POSITION TITLE: Information Technology Manager/Network Administrator

DEPARTMENT: Information Technology

FLSA: Exempt

REPORTS TO: Chief Marketing/Communications Officer

DATE:

Position Summary: The Information Technology Manager/Network Administrator serves as the administrator for all council technology and computer systems including all council computers, copiers, telephones, alarm system, audio visual equipment and mail equipment.

Major Accountabilities:

1. Participates in the strategic and tactical planning processes to assist in the formulation of council goals, objectives, action steps and budget related to the technology function.
2. Responsible for all software and hardware installation, maintenance and upgrades.
3. Provides database supervision and network documentation.
4. Prepares operating manuals for all computer programs.
5. Provides computer training and technical support for all staff members as required.
6. Coordinates and directs support needed from outside consultants and vendors.
7. Shares responsibility for support, implementation and promotion of all areas of the council plan of work.
8. Other duties as assigned.

Position Qualifications:

Bachelor's degree in related field or experience commensurate with degree; minimum two years' experience in data management; demonstrated knowledge, experience and skill in administering computer networks and providing support to technical services; ability to pay close attention to detail and maintain confidentiality; strong human relations skills such as leadership and networking; demonstrated ability to successfully handle conflict resolution at all levels with a variety of people, including staff, external customers, Girl Scout volunteers, etc.

Ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; computer literacy and technical knowledge of computer software programs such as Word, Publisher, PowerPoint, Excel and the internet; excellent analytical and organizational skills required; demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, work under pressure, meet deadlines and deal with change; well-disciplined and self-starter; ability to work well as a part of a team; unequivocal commitment to pluralism; ability to meet travel requirements, including night, weekend and overnight travel; knowledge of the Girl Scout program preferred; valid driver's license; access to a properly licensed and insured vehicle in working condition; flexibility and a good sense of humor.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, ability to read numbers, reports and computer terminals. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is required. The job requires travel.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

This position description does not constitute a contract.