**Position Description**

**Position:** IT Manager

**Reports to:

Date:**

**Purpose of this Position**

The purpose of this position is to provide strategic leadership and day to day management operations for all information technology functions in a manner that assures both the efficient and effective operations of the business.

**Scope of the Position**

This position is housed at the headquarters office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the company’s executive staff as well as close cooperation and interaction with all branch location managers . It also requires close cooperation and interaction with employees in all store locations Estimated travel for this position is \_\_\_\_\_% .

This position is responsible for **(describe locations/facilities).** Direct reports include **(describe positions and number of direct reports ).** The position is responsible for an annual budget of approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Nature of the Position**

Responsibilities expected of this position include, but are not limited to, the following:

* Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements
* Directs and coordinates activities of personnel engaged in the company’s information technology functions; interviews and hires staff; oversees staff training
* Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures
* Maintains quality service by establishing and enforcing organization standards
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; etc
* Stays alert to things that need to be done and, without being asked, take initiative to see that they get done

**Position Qualifications**

Qualifications of the ideal candidate include:

* At least 5 years’ experience with information technology in a small business environment; some management experience preferred
* Computer literacy and knowledge of current office technology
* Strong communication and interpersonal skills
* Strong analytical and organizational skills
* Ability to effectively build and maintain relationships with employees and vendors
* Ability to think strategically
* Proven track record of meeting business objectives
* Bachelor's degree in Information Technology, Business, or related field; Master’s degree preferred

**Salary Range**

Minimum \_\_\_\_\_\_\_\_\_\_ Midpoint\_\_\_\_\_\_\_\_\_\_ Maximum\_\_\_\_\_\_\_\_\_\_