



SeaStar Solutions

Job Title:	IT Manager
Job Purpose:	Maintains information technology strategies by managing staff; researching and implementing technological strategic solutions.
Reports To:	VP & GM
Direct Reports:	Network Administrator Help Desk Representative Database Programmer Programmer/Analyst
Version:	2.0 April 1, 2016

Education & Experience

- A bachelor's or master's degree in computer science, business administration, commerce or engineering is usually required.
- Several years of experience in systems analysis, data administration, software engineering, network design or computer programming, including supervisory experience, are required.

Responsibilities

- Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing.
- Assemble and manage teams of information systems personnel to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems.
- Maintain organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Meet with internal clients to discuss requirements, specifications, costs and timelines.
- Verifies application results by conducting system audits of technologies implemented.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Control the budget and expenditures of the department, company or project.
- Develop and implement policies and procedures for electronic data processing and computer systems development and operations.



- Oversee direct reports by communicating, monitoring and evaluating job expectations; coaching, enforcing policies and procedures and disciplining employees as needed.
- Complete additional job duties and assignments up to 15% of the time.

Skills & Abilities

- Strong problem solving and decision making abilities.
- Well-developed organizational skills with the ability to manage a variety of tasks.
- Strong proficiency with MS Office programs including: Word, Excel, Access, Outlook and PowerPoint; and, the ability to learn other applications quickly.
- Must have real world experience working with individuals of diverse backgrounds and a respect for difference.
- Professional demeanor whether in person, via email or on the telephone.
- Excellent verbal and written communication skills in English.
- Ability to work well independently and as part of a strong team.

Deliverables

- As this position is constantly evolving, please speak with your supervisor/manager regarding daily, weekly and monthly objectives.