



IT Manager

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

The IT Manager is responsible for managing and leading a team of support individuals.

KNOWLEDGE & SKILLS

- Hardware & software
- Configure and deploy networking equipment (routers, firewalls, switches)
- Configure and maintain servers (physical and virtual)
- Maintain server backups and restore systems on mission-critical equipment
- Inventory management and control (managing assets and tracking distribution)
- Ordering management (handling user order requests and user relations)
- Configure, install, and deploy equipment (desktops, laptops, printers, scanners)
- Configure and install software per company standards
- Follow update/upgrade procedures and policies
- Networking
- Knowledge of IP addressing and common networking protocols
- Manage, identify, troubleshoot, and document network connectivity and performance issues
- Knowledge of ISP/Communication Providers and Virtual Private Networks (VPNs)
- Technical
- Knowledge of databases (SQL, FMP, Access)
- Knowledge of scripting (CLI, Powershell, Bash)
- Ability to translate tech jargon into plain English
- Organizational Leadership
- Employee management and teambuilding (oversee and recruit employees)
- Project management (allocate tasks, set timelines, and allocate resources)
- Establish IT policies, strategies, and standards
- Crisis and change (set backup/restore plans, develop upgrade vectors)
- Infrastructure
- Configure Mobile devices (cell, tablet, hotspot, Cradlepoint)
- Configure Security systems (cameras, doors, endpoints)
- Configure specialized end devices (APs, VOIP)
- Understanding of company safety and security standards

- Coordination
- Inter-department resource coordination
- Vendor coordination
- Troubleshooting and problem-solving
- User account creation and setup in an AD environment
- Email account setup in Office 365 Exchange
- Provide common user requests (access, password resets, etc.)

Pay: From \$90,000.00 per year

Signature: _____

Date: _____