



IT Manager

Job Location: Sandy, UT

Summary

The IT manager will plan, coordinate, direct and design IT-related activities of the organization, as well as provide administrative direction and support for daily operational activities of the IT department. The IT manager will work closely with decision makers in other departments to identify, recommend, develop, implement and support cost-effective technology solutions for all aspects of the organization. The IT manager will also define and implement IT policies, procedures and best practices.

Responsibilities

Includes but is not limited to, leading the IT department's operational and strategic planning, including fostering innovation, planning projects and organizing and negotiating the allocation of resources.

- Develop and implement standard operating procedures and best practices for IT staff and end-users.
- Ensure data/system security by protecting the corporate Information Technologies from unauthorized access, use, or interruption:
 - Develop, implement, and maintain a security program for the protection of systems hardware, software, and data. Develop and implement policies, procedures, and guidelines to direct and carry out the objectives established by the security program.
 - Research and recommend security measures to be included in the installation of new systems of application programs.
 - Monitor and evaluate data security implemented in the System; work to reduce all risks to corporate computer resources, and investigate security breaches.
 - Ensure that the security program provides the necessary safeguards for good business practice and that it meet; all corporate and government regulatory requirements.
- Develop a comprehensive disaster recovery plan, maintain the plan, and conduct periodic testing.
- Provide expertise and support during systems upgrades, installations, conversions and file maintenance.
- Participate in selection of vendors, outsourcers, consultants, and review of service agreements.
- Coordinate software upgrades with software vendors and Team Members as necessary.
- Align computer and/or voice systems technologies to compliment and support System business/strategic plans.
- Manage servers, security solutions, network hardware and equipment.
- Responsible for Email administration
- Create and maintain written documentation, system and user manuals, license agreements, modifications and upgrades.
- Maintain currency with latest technologies and make recommendations on solutions, upgrades, and implementations to meet business and system requirements.

Requirements/Qualifications

- Bachelor's Degree in Computer Science or equivalent education and experience.
- Experience with IT operating systems, particularly Windows and Linux
- Minimum of 3 years of experience in working in an IT corporate environment performing both Systems Management and Support duties including installing IT hardware and software
- 3+ years' progressive IT experience, including experience in a multi-office environment.
- Experience in a Global office environment, a plus
- Demonstrable ability to lead projects, work with Executive Management, and manage concurrent projects.
- Ability to meet deadlines.
- Take initiative in development and completion of projects.
- Strong organizational and time management skills.
- Excellent problem-solving, analytical, and evaluative skills.
- Able to work with different disciplines, responsiveness, and composure.