

INFORMATION SERVICES MANAGER

POSITION DESCRIPTION:

Oversee computer & telecommunication systems and Windows-based network for entire agency, including all software and hardware, and development and/or implementation of all applications.

KEY AREAS OF RESPONSIBILITY:

1. LAN/WAN administration duties include administering, installing, configuring, trouble-shooting, and upgrading of Windows-based network operating systems including email servers, database servers, and phone systems. Windows Server 2008 and 2012 in both a physical and virtual (Hyper-V) environment.
2. Responsible for the configuration of routers, Watchguard firewalls, wireless access points, and proxy servers and maintaining their security.
3. Audit security, integrity, and confidentiality of agency data.
4. Manage and administer on premise Exchange 2010 email server, SQL 2008 and 2012 database servers, and NEC phone system.
5. Provide support for desktops and laptops on hardware and software issues.
6. Responsible for analysis and recommendation of new technology, and its implementation.
7. Maintaining current software such as antivirus, OS patches and security fixes on all computers.
8. Monitor server health and maintain servers and networking equipment.
9. Monitor licensing and help in ordering equipment software.
10. Provide leadership and supervision to the IS department, including recommendation for hiring, discipline, and evaluation of IS staff.
11. Demonstrates a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies, and the community at large.
12. Perform all other duties as assigned.

ESSENTIAL JOB REQUIREMENTS:

1. Commitment to the Vision, Values, and Mission of the agency.
2. Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices.
3. Ability to work with others in a position of responsibility.
4. Ability to exercise discretion and maintain customer and employee confidentiality.
5. Effective written and verbal communication skills.
6. Flexibility and ability to work a varied schedule.
7. BA or BS and 3 years IS experience and related training and certification.
8. Experience with Windows Network Operating Systems and LAN/WAN technologies such as routing and switching and VPN.
9. Experience in SQL Server installation, database programming, and maintenance.
10. Ability to perform a range of physical motions including but not limited to:
 - * Standing,
 - * Walking,
 - * Sitting for long periods of time,
 - * Ascending/descending stairs,
 - * Kneeling,
 - * Squatting, and
 - * Stooping.
11. Ability to use the senses of sight and hearing to effectively perform responsibilities.

SUPERVISOR: Senior Director of Operations

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or Senior Director of Operations (extension 235) as soon as possible.

I, _____, have read this and understand this is my
job description as an employee of Ryther.

Signature

Date