

Position: Information Technology (IT) Manager

Reports to: Vice President of Financial Affairs

Position Summary:

Responsible for overall planning, organizing and execution of all IT functions for the Conservatory. This includes directing all IT operations to meet administration and faculty needs as well as the support and maintenance of existing infrastructure, applications and development of new technical solutions.

Minimum Qualifications:

1. Bachelor's degree in a related field.
2. Prior job experience in IT services or management.
3. Broad knowledge of information technology processing systems, concepts and methodologies. Demonstrated aptitude for learning new technologies.
4. Principles of project management and supervision.

Responsibilities:

- ┌ Development: Develop, design and implement new applications and changes to existing computer systems and software packages.
- ┌ Purchasing: Responsible for the ordering, acquisition, inventorying and disposition of hardware and software.
- ┌ Maintenance: Maintain the integrity and continual operation of the IT network including the wireless networks.
- ┌ Outside Contractors: Responsible for hiring and supervising any outside contractors and vendors necessary for systems operation and maintenance.
- ┌ Budget: Assist the Vice President of Financial Affairs in the development of the IT budget.
- ┌ Security: Maintain security and privacy of the information systems, communication lines and equipment.
- ┌ Perform other duties as assigned by the Vice President of Financial Affairs.