IT Manager Job Description



IT MANAGER RESPONSIBILITIES INCLUDE:

- Managing information technology and computer systems
- Controlling and evaluating IT and electronic data operations
- Managing IT staff

JOB BRIEF

We are looking for an IT Manager to be responsible and accountable for the smooth running of our computer systems within the limits of requirements, specifications, costs and timelines. You will supervise the implementation and maintenance of our company’s computing needs.

The successful candidate will have improved skills, a proven professional experience and a detailed knowledge of industry’s best practice processes.

RESPONSIBILITIES

- Manage information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness

REQUIREMENTS

- Proven working experience as an IT Manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Expertise in data centre management and data governance
- Hands-on experience with computer networks, network administration and network

installation
- Ability to manage personnel
- BS in Computer Science, MIS or similar field

SOURCE: https://resources.workable.com/it-manager-job-description