BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: IT Manager
Reports to: Executive Director
Position Status: Full-time
Payroll Status: Salary

JOB SUMMARY

The IT manager is responsible for coordinating, planning, and leading the information technology and computer-related activities of the District. They are responsible for creating, tracking, and monitoring the section's budget. This position will advise and help determine the IT needs of the District and oversee the IT infrastructure. This position requires a significant amount of interaction with internal and external resources including but not limited to staff, volunteers, vendors, contractors, participants, regional partners, and the public.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Oversee or conduct training of staff regarding IT related issues.
   Construct and implement plans to ensure the Park District's network continues to operate smoothly.
2. Plan, organize, control, and evaluate IT and electronic data operations, as well as implementing technological strategic solutions to Park District needs.
3. Responsible for preparation of department budget estimates and advising the Executive Director on a regular basis regarding the status of budgets and accounts. Also responsible for the purchase of equipment and supplies.
4. Ensure security of data, network access, and backup systems
5. Serve as a resource to the Executive Director, Commissioners, Division Directors, Department managers, and Park District staff; and attend Board of Commissioner meetings as needed.
6. Attend various continuing education meetings, seminars, and workshops.
7. Understand and be knowledgeable of personnel and operations policies and procedures.
8. Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- BS in Computer Science, or similar field.
- Two years of practical work experience in related field.
  Hold or obtain required certifications
- Experience or certification implementing/managing Microsoft application platform

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, organize, direct, lead, and troubleshoot daily operations, services
- Excellent knowledge of technical management, information analysis, and of computer hardware/software systems
- Strong working knowledge of computer hardware, line of business software and IT management systems
- Working knowledge of network and operational IT security practices
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Ability to work with a growing Park District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to communicate effectively both verbally and in writing.
- Maintain a knowledge and understanding of Park District policies and procedures.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Depending on the specific program, work is performed both indoors and outdoors in various Park District properties. Though most working hours will be during the day, there may be evening meetings and or responsibilities. Many facilities operate early in the morning or late in the evening. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Must be able to perform physical requirements of all certifications.
- Ability to lift and carry up to 25 pounds.
- Hours will vary depending on the program schedule and may include early morning, weekend and evening shifts.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

_____   _____

Employee Name   Manager Name

_____   _____

Employee Signature   Manager Signature