

University Area Joint Authority

Job Title: IT Manager

Employee Classification: Exempt Non-Exempt

Approval Date _____

Overall Objective of Job:

To manage and develop current and proposed IT resources in order to facilitate office, plant and collection system operations.

Essential Functions of Job:

- Assist and instruct UAJA employees to work independently with computer software and hardware;
- Specify, build, operate, maintain and upgrade required computer network equipment including all hardware and software;
- Manage the Geographical Information System;
- Manage the SCADA system and telemetry system;
- Manage development and maintenance of UAJA website;
- Perform system backups on a daily, weekly, or year-end basis;
- Create yearly IT budget and long range plan;
- Manage system security;
- Work in conjunction with consultants and contractors in order to solve problems and implement Authority projects;
- Maintain inventory of IT supplies and spare hardware components;
- Other duties as assigned.

Supervision Received:

Executive Director

Supervision Given:

None.

Working Conditions:

- Primarily an indoor office environment, well lighted and air conditioned;
- Occasionally an outdoor environment with fluctuations between hot and cold, and exposure to the elements;
- Occasionally an indoor manufacturing environment with uncontrolled temperature, with occasional strong odors and exposure to chemicals.

Essential Physical Demands:

- Ability to sit at a desk for long periods of time;

- Significant amount of computer operation;
- Stretching, bending or reaching required;
- Infrequent climbing of ladders may be required.

Qualifications:

A. Education/Training:

- Bachelor's degree in information technology or a related field preferred;

B. Work Experience:

- At least three (3) years experience in information technology.

Knowledge, Skills and Abilities Required:

- Knowledge of arithmetic;
- Excellent knowledge of computers, networks and related software;
- Ability to perform more than one task at any given time;
- Good verbal and written skills;
- Good organizational skills;
- Good interpersonal skills;
- Ability to understand and follow instructions;
- Self-motivated.