IT Manager Full Time
Deerfield Park District

Contact Name: Shannon Heidkamp
Contact E-mail: shannon@deerfieldparks.org
Contact Phone: 847-572-2617
Closing Date:
Salary: $100,000 +/- DOQ

Description:
IT Manager Full Time

Are you an IT professional seeking a full-time work schedule and a variety of responsibilities? Our IT Manager role is an integral position within the Finance Department at the Deerfield Park District. It will allow you the opportunity to showcase and implement your technical knowledge and work within a fun, mission-based organization. The role requires an energetic, collaborative individual who works independently and enjoys making a positive impact on all District departments. Applicants looking to work in a unique environment where you can make a daily difference in the District should apply!

Who are we?
The Deerfield Park District was formed in 1951 with a mission to provide outstanding parks, services, facilities, and recreation programs that enrich lives, promote healthy living, and provide memorable experiences. The District serves over 18,000 residents and has over 25 parks and facilities with 250 year-round staff and over 500 seasonally. Additionally, the District is an IAPD/IPRA Illinois Distinguished Accredited Agency and a two-time National Gold Medal Finalist in the last two years. The District maintains a Aaa credit rating, has a flexible workweek and commuter program, and is conveniently located in downtown Deerfield with easy access to major highways and Metra.

What is the opportunity?
The IT Manager is responsible for the planning, management, and operation of all aspects of technology and communications for the organization, including both strategic and day-to-day operations. Accountable for ensuring continuity of all systems including network, hardware, software, cyber security and communication systems.

What qualifications are needed?
A bachelor's degree in computer science or information technology, or of 6-7 years of relevant experience.
Minimum of five years of related experience
Knowledge of current and legacy systems used by the District, including Vermont Systems RecTrac, Tyler Incode, experience with cloud computing migrations and full Microsoft 365 suite. Experience with Fortinet & Meraki network infrastructure, a plus.

Key responsibilities include:

- Working manager who supports multiple Park District operations.
- Supports multiple POS outlets with 7 sites including Golf Course, Rec Center, 2 outdoor pools, 2 community centers and Parks (grounds).
- Oversees the hiring, training, and evaluation and mentorship of the IT Staff Member.
- Works in conjunction with our Managed Services Provider on certain support initiatives, including cyber security.
- Collaborate with departments to evaluate operational needs and implement technology solutions.
- Installs and maintains all software and operating systems, including licensing requirements and regular updates.
- Designs & maintains secure local and wide area network including all switches, routers, file servers, cabling. Monitors and coordinates access to District operated networks.
- Designs & monitors data security methods including user access and identity management, data backups, disaster recovery and appropriate use policies.
- Manages the District's internet service providers (SD-WAN), voice services, and 5G wireless providers, including contract terms.
- Coordinates service and maintenance of all hardware components including contracts for third party services, and logging and resolving incidents.
- Coordinates system processing schedules with registration, recreation, facility and marketing staff to provide a high level of customer service.
- Designs and manages video surveillance and security systems, and coordinates installation of security systems via third party contractors.
- Oversees and provides training programs and workshops for all staff.
- Provides leadership and guidance to a team of POS super users to maximize efficiency.
- Develops IT strategy, objectives and goals to align with the district's strategic plan
- Develop and implement IT policies and best practices
- Prepares the annual IT operating budget and long-term IT capital plan

Scheduling, pay and benefits

- The IT Manger is a full-time exempt position.
- Targeted hiring range is +/- $100,000 based on qualifications & experience.
- This position is eligible for a comprehensive benefits package including health insurance, dental insurance, vision insurance, life insurance, health insurance opt-out incentive, IMRF pension, paid time off, wellness incentive program, and discounts on District programs.
- Position is open until filled. Please apply early as recruiting and interviewing will begin immediately.
- A full job description will be provided during the interview process.