



Information Technology Manager Des Plaines Park District

Contact Name: Annette Curtis

Contact E-mail: annette.curtis@dparks.org

Contact Phone: 847-391-5098

Closing Date:

Salary: \$85,000 - \$95,000

Description:

Job Title: **Information Technology Manager**

Grade: 13

FLSA: Exempt

Department: Business

SUPERVISORY RELATIONSHIPS

Reports to: Director of Business

BASIC FUNCTION

The IT Manager responsible for the overall management of the installation, maintenance, repair and troubleshooting of the Park District's technology infrastructure and supervises the IT Help Desk Specialist.

SALARY RANGE \$85,000 - \$95,000 based upon qualification

BENEFITS

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

ESSENTIAL DUTIES

- Manage district wide IT Network & Operations.

- Maintain and/or oversee the selection and maintenance of the automated office and computer equipment within the Park District including but not limited to servers, laptops, computer equipment, DVRs/NVRs, Cisco Unity Call Manager, Cisco Duo, Cisco & Fortinet Routers, Ubiquity Unifi Access Points, HP Switches, VMware vSphere Manager, Windows Server Environment, Veeam Data Backup, Sentinel One Anti-Virus/EDR, RecTrac recreation management software.
- Responsible for Cybersecurity initiatives, door access control, system configuration, terminal setups, securing selected programs and network cabling.
- Select vendors for equipment service plans and calls for services, as needed.
- Install and troubleshoot appropriate software.
- Run regular checks on network and data security.
- Identify and act on opportunities to improve and update software.
- Develop and implement IT policy and best practice guides for the organization.
- Oversee training programs and workshops for staff.
- Maintain operator logins and passwords.
- Recommend computer program modifications, as needed, by various Park district users.
- Prepare annual technical budget for applicable areas of responsibility.
- Supervise the hiring, training, and evaluation of the Help Desk Specialist.

OTHER DUTIES

- Work with Internet Service Providers to ensure network stability and resolve issues/downtime as they occur.
- Obtains proposals/quotes for the purchase of computer equipment, software, and supplies.
- Work with the Director of Business to develop short and long-term computer development strategy.
- Assist in the development and implementation of the District's Strategic Plan.
- Provide orientation and training to staff.
- Attend training sessions and classes for professional development.
- Assist with Special Events – Fall Fest, Dance Idol, etc.
- Member of a Park District committee, as assigned.
- Follow all safety policies and procedures, as outlined in the Park District Safety and Crisis Manuals.
- Perform other duties, as assigned.

POSITION QUALIFICATIONS

Education: BA/BS in Computer Science, Information Technology, Computer Information Systems, Management Information Systems, Computer Engineering or a related field.

Experience: Candidate with 3-5 years of experience of demonstrated success in computer systems, hardware/software installation or network administration.

Certifications: CPR and First Aid Certification, *Classes available through District upon hire*
 Valid Illinois Driver's License
 Computer Network Certifications are a plus

COMPETENCIES

Memory Recall Readily recalls details of procedures and training - consistently follows established methods in task completion.

Mental Alertness	Demonstrates the ability to increase level of problem solving, building on past experiences.
Technical Skill requirements.	Applies education, training, and work experience toward mastery of job requirements.
Verbal Ability	Communicates technical information to non-technical audience clearly and concisely.
Composure	Controls temper and effectively manages stress so that it does not interfere with work performance.
Character Strength	Completes work according to priorities without procrastination over undesirable tasks. Demonstrates personal integrity in all interactions. Maintains confidentiality.
Emotional Maturity	Willingly accepts a variety of assignments and/or schedules. Demonstrates patience in dealing with others. Responds positively to requests.
Interpersonal Skills	Demonstrates skills in developing relationships with others to facilitate the completion of the work.
Success Orientation	Sets personal standards for quality, quantity, and timeliness of work to challenge self to greater levels of performance. Improves the way the job is done.
Teamwork	Makes contributions towards team success. Keeps commitments to aid in team accomplishments.
Work Habits	Organizes work to ensure completion of assigned tasks; maintains order and safety. Adapts priorities to respond to changing circumstances.
PHYSICAL DEMANDS	
Manual Dexterity:	Work requires regular speed, accuracy and adeptness to operate a limited range of equipment.
Physical Effort:	Work requires handling light and simple weight (typically 25 lbs or less) materials or equipment requiring limited effort.
Working Conditions:	Duties are carried out in an office setting. Required to travel to facilities in the District on a regular basis.
Hazards:	Negligible. Little or no exposure hazards.