NEW JERSEY SCHOOLS INSURANCE GROUP
JOB DESCRIPTION

Title: Information Technology Manager

Department: Information Technology

Reports to: Executive Director

FLSA Classification: Exempt

1. **Summary**:

This position is responsible for the supervision of the Information Technology (IT) team and the management and operation of all IT-related systems in the organization. This position works closely with managers and decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization. This position is responsible for writing technical specifications for software and hardware procurements, and ensuring all vendor contracts and services meet NJSIG's technical requirements. This position is also responsible for the supervision of the mailroom team and the management of all mailroom-related employee functions and systems.

2. **Functions:**

   a. Oversee and/or administer local area network (LAN), including daily network/domain maintenance, firewalls, management and upgrade of the system servers, virtual server environment, LAN hardware and software, system

backups, development and implementation of antivirus measures, disaster recovery and fault tolerance plans;

b. Research, develop, recommend, and enforce information technology and mailroom related policies, procedures, and service level agreements;

c. Act as subject matter expert for the IT and mailroom teams in all matters related to the security of the organization's information assets,

d. Act as subject matter expert for the IT Team in all matters related to software development;

e. Act as primary point of contact for the organization's management, employees, members and brokers with respect to IT issues;

f. Responsible for long-term IT planning and budgeting to support cost-effective, scalable and resilient information technology solutions;

g. Lead operational and strategic planning for the IT department, including fostering innovation, planning projects, and prioritizing the allocation of resources;

h. Work with the management team to analyze the business needs of the organization's programs and service deliverables and provide guidance on technology solutions that will assist in achieving the organization's long-term goals;

i. Provide leadership and technical guidance in identifying, acquiring, and implementing the information technology required to meet the needs of the organization;

j. Responsible for business continuity for all of the organization's IT infrastructure;

k. Research, design, configure, operate, and improve the IT Disaster Recovery Plan to meet the organization's business needs;

l. Negotiate, administer, and review vendor and consultant contracts and service agreements

m. Responsible for preparing technical specifications for all software and hardware procurements and ensuring all vendor contracts and services meet NJSIG's technical requirements;

n. Manage the IT and mailroom staff by taking a lead role in IT department recruitment, performance evaluations, disciplinary actions, and professional development;

o. Manage all financial aspects of the IT Team including the annual IT budget;

p. Review and approve all IT and mailroom-related vendor invoices;

q. Responsible for the daily operation and maintenance of the organization's network infrastructure and technical architecture direction; and

r. Provide troubleshooting and "emergency" support for critical technology infrastructure systems.

3. **Qualifications**:

    a. Bachelor's degree in Computer Science or related field;

    b. Master's degree in Computer Science, Business Administration, or related field preferred;

    c. At least ten (10) years' experience in the information technology field, including server administration and/or database administration and software development, including at least two (2) years managing direct reports;

    d. IT certifications in relevant fields preferred, i.e., ITIL, Security+/CISSP, PMP, C++, C#, Python, SQL, Java, Java Script, HTML, XML and PHP;

    e. Experience as a computer engineer, programmer or database administrator preferred;

    f. Familiarity with relevant IT programs preferred, i.e., Origami Risk, PeopleSoft, ImageRight.

    g. Must possess a valid State driver's license;

    h. Excellent communication, analytical, and troubleshooting skills;

    i. Ability to work and communicate with all levels of staff;

    j. Ability to work in an office environment with moderate noise level, ability able to work flexible hours, including evenings and weekends, and the ability to travel to other offices and client, carrier, and work sites as required; and,

    k. Residency in the State of New Jersey in accordance with the New Jersey First Act, N.J.S.A. 52:14-7, et seq., unless otherwise exempted.

4. **Approved**

    Manager: s/ Jeffrey Cook _____   Date: _1/29/2026_____

5. **Approved**

    Executive Director: s/ Jill Deitch_____   Date: _1/29/2026__