

## **JOB DESCRIPTION**

**JOB TITLE:** Manager, Information Systems

### **JOB SUMMARY**

Responsible for the integrity and configuration of the association LAN, personal computers, printers, and other related peripherals and equipment. Recommends new as well as upgrades of software and hardware. Organize staff training on new or upgraded software and hardware. Internet monitoring and reporting. Fax-on-demand documents. Manages 1 employee.

### **TASK DESCRIPTION**

- LAN configuration and maintenance
- Software, hardware upgrade recommendations and installations
- Internet log reporting
- Fax-on-demand maintenance
- Schedule staff training on new/upgrades to software
- Trouble-shoot computer problems for staff.
- Works with computer consultants on recommendations/procedures, etc.
- Prepares department operating budget and association capital budget.

### **EDUCATION/KNOWLEDGE**

College degree in computer science or related field. 3+ years experience.

### **SUPERVISION**

Under general direction, working from policies and general objectives with little functional guidance. Refers only unusual cases to superior or others.