



## **South Central Conference of Seventh-day Adventist JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Information Technology Manager
<b>FT/PT:</b>	Full-time (38.5+ per week may include some evenings and weekends)
<b>CLASSIFICATION:</b>	Exempt
<b>REMUNERATION:</b>	78%-98%
<b>REPORTS TO:</b>	Conference Treasurer
<b>SUPERVISES:</b>	Department Secretary, IT Intern

**FUNCTION:** The Information Technology Manager is Responsible for developing and maintaining a centralized domain network, server applications, backups and printers. Configure new & existing end user systems. Set up and facilitates online video conference meetings. Supports local accounting servers and treasury related software. Responsible for conference website updates. Assists with technology updates at local churches and schools as needed. Assists with video production in media studio as needed.

### **GENERAL RESPONSIBILITIES:**

- Supervises the department secretary.
- Prepares, reviews and manages annual department budget.
- Authorizes expenditures for the department.
- Monitors and facilitates help desk.
- Maintains and develops South Central Conference servers, networks, printers and any other electronic/technology equipment.
- Supports existing desktops and laptops users.
- Manages South Central Conference website, including ensuring all content is relevant and up to date.
- Connects with department directors to determine if content on website is accurate and relevant.
- Facilitates video conferencing for officers and department directors as needed.
- Coordinates technology training for office staff.

- Supports local accounting software as well as any other software used by department directors.
- Develops documentation for the IT department including information on asset depreciation, tracking of equipment and or software issues, ordering of equipment, installation, etc.
- Maintains record and files.
- Attend worship on a regular basis.
- Attend monthly staff and departmental meetings.
- Performs other duties as assigned or required.

**MARGINAL DUTIES & RESPONSIBILITIES:**

- May present/lead worship.
- May assist in other departments beyond regular department, as necessary or required.

**QUALIFICATIONS:**

*Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Adventists Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference, must transfer membership within 6 months of hire.*

**Education & Experience:**

- Bachelor's Degree in information technology or related field with 2+ years' related experience preferred.
- Must complete and pass background check(s).
- Proven experience in Microsoft Office and other relevant software required.

**Language/Writing Skills:**

- Must have excellent verbal skills.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear and grammatically correct way.
- Bi-lingual Spanish speaking, reading and writing may be required.

**Reasoning Ability:**

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

**Physical Demands:**

- Must be able to stand and walk up to 2/3 or more of the time.

- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

**Equipment Used:**

- Must be proficient in the use of the computer and various software packages.
- Must be able to use standard telephone.
- May have to use general office equipment including fax machine, copier, calculator, typewriter, etc.

**Work Environment:**

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally and regionally.

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**

(Created 01/21)

