

IT MANAGER

POSITION: IT Manager

REPORTS TO: Executive Director

LOCATION: 243 Robin Cres, Saskatoon, SK

SALARY: \$50,000-\$69,999 Annually

APPLY BY: Emailing cover letter & resume to jobs@afcs.ca December 31, 2021

DESCRIPTION:

IT manager is responsible for coordinating, planning, and leading computer-related activities within AFCS. They help determine the IT needs of the organization and are responsible for implementing computer systems to fulfill the organization's information systems requirements. A larger role would be to support the needs of Friendship Centres by way of being part of the evaluation and environmental scan of needs across the membership within SK.

Objectives of this Role

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
- Own projects, solutions, and key responsibilities within a larger business initiative within the Friendship Centre environmental scan
- Handle business-critical IT tasks and systems administration
- Research and evaluate emerging technologies, hardware, and software
- Track and maintain hardware and software inventory

Daily and Monthly Responsibilities

- Analyze organizational needs, identify vulnerabilities, and boost productivity, efficiency, and accuracy to inform business decisions
- Ensure network components meet needs and work together seamlessly, using the full range of capabilities, and stay informed about new features and competitive solutions
- Continuously analyze current process, technologies, and vendors to identify areas of improvement
- Prepare cost benefits analysis reports when upgrades are necessary, continuously analyzing vendors to ensure they offer the best possible service and value for company needs
- Train employees on both software and hardware, troubleshoot, and provide technical support when needed

- Develop and execute disaster procedures, and maintain data backups and remote access points

Skills and Qualifications

- Bachelor's degree in technology or computer science
- 5+ years experience in IT management
- Experience with or knowledge of programming languages and operating systems (MS Exchange, and other Windows-based systems), current equipment and technologies, enterprise backup and recovery procedures, and system performance monitoring
- Expertise with implementing, configuring, and testing solutions

Preferred Qualifications

- Proven leadership skills
- Strong creative and analytical thinking
- Professional certifications

