



## ASSISTANT IT MANAGER

**Department:** Facilities

**Exempt:** no

**Reports To:** IT Director

**Date:** February 2023

### Position Summary

As an IT Assistant Manager, you will work closely with the rest of our team to ensure that our company is using the most up-to-date technology to run our business. Ensuring that the hardware and software used by our company and management company is compatible, secure, and scalable. You will also be responsible for managing our internal network and providing support for our staff.

### Primary Responsibilities:

1. Monitor performance of information technology
2. Assist the IT department head with leading and training staff
3. User support
4. Perform ongoing support and maintenance of all hardware, software, and network components
5. Integrate new technologies into existing systems
6. Troubleshoot hardware and software issues related to internal IT

### Other Responsibilities:

May be assigned by the IT Director and/or Facilities Director as needed

### Position Requirements:

1. Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field
2. 2-5 years of experience working in IT operations
3. Strong critical thinking and decision-making skills
4. strong ability to prioritize
5. Working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems

### Physical Demands/Conditions:

This position requires extensive use of computer equipment. Activities such as bending, stooping, squatting and lifting are essential to the job.

### Equipment Used:

Computers, tablets, phone system, printers, Wireless AP's, servers

**Please forward resumes to: [nfoley@gatra.org](mailto:nfoley@gatra.org)**