

JOB DESCRIPTION FORM

Division/Department	Corporate Services
Location	Columbus General Office
Job Title	Information Technology Manager
Reports to	Vice President of Corporate Services

Level/Grade <u>13M</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours _____ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Job Code <u>25</u>		

POSITION DESCRIPTION

The Information Technology (IT) Manager has overall responsibility for developing and sustaining a functioning information technology and telecommunications system for the District. This includes procurement, maintenance, and operation of IT equipment and associated software applications. The IT Manager is required to be an organized, strong communicator and leader who is able to lead and serve the IT needs of the entire District.

EDUCATION AND EXPERIENCE

- Associate's Degree in IT/Computer-related field (minimum)
- 5 years minimum work experience in a professional IT environment
- Experience in the daily oversight and management of computer and telecommunication systems
- Ability to manage both IT projects and staff
- Maintain a valid driver's license and company vehicle insurability

ESSENTIAL JOB FUNCTIONS

- Responsibility for total oversight and/or personal management of all essential IT operations of the District, including, but not limited to, operating systems, network security, applications, servers, email, phone systems, laptops, computers, software, and other hardware
- Maintain integrity of data in use and in storage through proper backup and disaster recovery plans
- Recruit, select, train, and develop IT staff to serve the District in proficient ways
- Conduct all phases of the Performance Management System by ensuring that meetings, paperwork and follow through on employee appraisals are timely and meaningful for employee development
- Responsible for the instruction, training, and assistance of all District employees on proper use of their personal computer equipment and software capabilities
- Prepare annual operating and equipment budgets for all IT equipment and software
- Interact with departments to ensure performance, dependability and reliability on technical business systems (SCADA, GIS, Load Management, Billing/ Accounting, etc.)
- Service and maintain first-class working conditions of all District telecommunications equipment
- Plan replacements and upgrades to current network and PC equipment
- Oversight of physical security, security cameras, and access control systems at District facilities
- Work with contractors and District staff to complete IT projects as needed

NON-ESSENTIAL JOB FUNCTIONS

- Oversee the maintenance of the network file/application servers and network storage
- Oversee telecommunications equipment and monthly billing process
- Audit network and user security concerns; protect all District information from theft and/or destruction
- Assist the District management in maintaining the necessary security requirements as directed by such groups as FERC, NERC CIP, PCI, or other standard organizations in the District production, distribution and sale of electric power
- Create month- and year-end data processing schedule
- Stay abreast and evaluate changes in technology, hardware, and software applications allowing District employees to more efficiently perform their duties
- Attend all safety meetings and serve on committees as requested
- Perform other duties assigned

WORK ENVIRONMENT

- Natural work stress and tensions working in specialized areas of the power plants and electrical substations where safety is paramount
- Occasional non-standard work hours primarily due to system maintenance or updates scheduled for after peak hours or when responding to non-scheduled support calls
- High confidentiality with payroll and personnel information as well as the need to guard physical and network access to the system
- Frequent changes to work priorities due to emergencies, time pressures, shift focus away from planned work tasks
- Frequent interruptions and distractions to concentrated focus on work priorities, requiring patience and personal resilience to complete work in a timely manner
- Autonomous and independent problem solving and decision making often without the need for direct supervision
- Strong interpersonal communication skills needed to work tactfully and harmoniously with District personnel
- Strong leadership skills required to persuade and influence others to do what needs to be done to meet the District's telecommunications and information technology needs
- High personal drive and initiative to pursue new learning for the organization
- Strong aptitude for paying attention to detail and critical thinking in order to pursue innovation for the organization in this area

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs		x		
11-15 lbs		x		
26-50 lbs		x		
51-75 lbs	x			
76-100 lbs	x			
+100 lbs	x			

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision		x		
Color Vision			x	

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
			x	

REACHING	Never	Occ	Freq	Cont
Out			x	
Overhead			x	
Low (below knees)		x		

CLIMBING	Never	Occ	Freq	Cont
Stairs			x	
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing			x	
Bending Over			x	
Carrying			x	
Crawling		x		
Eye/Hand/Foot Coordination			x	
Grasping			x	
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing			x	

REVIEWED BY TODD DUREN

Title V.P. OF CORPORATE SERVICES

APPROVED BY NEAL SUESS

Title PRESIDENT/CEO

DATE APPROVED OCTOBER 27, 2021

REVISED DATE