

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: ☒ Full-time ☐ Part-time	Hours _____ / week ☒ Exempt ☐ 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; which also 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
- 5 years minimum work experience in a professional IT environment, including management of IT projects
- Maintain a valid driver's license and company vehicle insurability

ESSENTIAL JOB FUNCTIONS

- Responsible 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
- Constructing and implementing plans to ensure the District's IT operations function smoothly under all circumstances
- Create strategies and set schedules for major IT projects, including hardware and software updates
- Preserve District assets by implementing disaster recovery, back up procedures, information security and control systems
- Develop new network troubleshooting strategies to reduce system downtime and maintenance costs
- Oversight of physical security, security cameras and access control systems at District facilities
- Interact with departments to ensure performance, dependability and reliability on technical business systems (SCADA, GIS, Load Management, Billing/ Accounting, etc.)
- Collaborate with department Managers to assess the needs and maintenance of the District's computer systems
- Prepare annual operating and equipment budgets for all IT equipment and software
- Direct recruitment, training, development and performance of the IT staff
- Responsible for the instruction, training and assistance of all District employees on proper use of their personal computer equipment and software capabilities
- Plan replacements and upgrades to current network and PC equipment

NON-ESSENTIAL JOB FUNCTIONS

- Oversee the maintenance of the network file/application servers and network storage
- Assist the District management in maintaining necessary security requirements as directed by such groups as FERC, NERC CIP, PCI or other standard organizations in the production, distribution and sale of electric power.
- Oversee 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
- Work with contractors and District staff to complete IT projects as needed
- Maintain essential knowledge of IT best practices, policies and regulations
- 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 leadership and communication skills to work effectively, professionally, and collaboratively with District personnel
- High self-motivated drive and initiative needed to pursue continuous learning that supports the success of the District
- Strong aptitude for paying attention to detail and for 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		x	
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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 KOREY HOBZA

Title PRESIDENT/CEO

DATE APPROVED OCTOBER 27, 2021

REVISED DATE AUGUST 3, 2026