

# Big Sandy Area Community Action Program is looking for an IT Manager to join our team.

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**Position Summary:** The IT Manager is primarily responsible overseeing all aspects of IT system activities and the continuity of service for end users.

## **Job duties and details:**

- Manage the deployment , monitoring, maintenance, development, upgrade and support of all IT systems, including telecommunications, servers, PCs, operating systems, hardware, software, and peripherals.
- Oversee provision of end-user services, including help desk and technical support services.
- Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- Keep current with the latest technologies.
- Practice asset management for IT hardware, software, and equipment.
- Establish and maintain regular written and in-person communications with the organization’s executives, department heads and end users regarding pertinent IT activities.
- Negotiate and administer vendor, outsourcer, and consultant contracts and service agreements, develop requests for proposals

## **Minimum Qualifications:**

- Bachelor’s Degree in Computer Science or related field is required
- Three years of experience in computer operations
- Microsoft certifications preferred
- Strong technical knowledge of telecommunications, network, and PC operating systems
- Ability to present ideas in business-friendly and user-friendly language
- Exceptional customer service orientation
- Valid driver’s license, travel will be required
- Ability to lift up to 50 pounds
- Hire subject to agency policy on required background checks and drug screening.

### **Starting Salary**

\$20/hour

### **Benefits**

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays

**Qualified applicants may submit resume or application to BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240; by email to [HR@bsacap.org](mailto:HR@bsacap.org); or by fax to (606) 789-3390.**

*Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals.*

*An equal opportunity employer*

