

### **1.0 INTRODUCTION**

The purpose of this job description is to establish the authority, duties, reporting relationships, and responsibilities for the position of IT Manager of Sygnetics, Inc.

### **2.0 FUNCTIONAL ROLE**

The basic function of the IT Manager is to manage and provide hardware and software maintenance, training and consultation, and recommendations about future planning and development of resources.

### **3.0 REQUIREMENTS**

Education:

- Required: Bachelor's degree in computer science or related field; or equivalent experience.

Experience:

- 5+ years experience in information technology work

### **4.0 REPORTING RELATIONSHIP**

The IT Manager reports to the CEO.

### **5.0 ESSENTIAL DUTIES/ RESPONSIBILITIES**

- Prepare, maintain and keep updated IT procedures and documentation related to our processes and platforms operations.
- Supervise, hire, and train IT Department employees.
- Manage resources and processes required to design, plan, and support all information products and services.
- Research and evaluate new technologies to be used as enhancements or upgrades to existing server, network, and other IT infrastructure equipment.
- Other duties as assigned by their supervisor.