

## **Information Technology Manager**

### *Atascocita Presbyterian Church*

#### **Position Description:**

Coordinate with the assigned Ruling Elder to oversee the development, implementation, maintenance, and use of technology to support and further ministry at Atascocita Presbyterian Church. Responsible for day-to-day operations of information and telecommunication systems, directing all IT operations, providing support and maintenance of existing technology, and development of new technical solutions.

#### **General Responsibilities:**

Responsible for hands-on, day-to-day building-wide IT operations  
Oversee technical projects in alignment with organizational goals  
Preserve assets by implementing disaster recovery and back-up procedures and information security and control structures  
Recommend information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements  
Accomplish financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action  
Research and implement new technologies, upgrades and equipment  
Responsible for the management, maintenance and purchase of all IT equipment including computers, software, and phone systems  
Serve as the technical and IT adviser for all church departments / leaders

#### **Specific Duties:**

Maintain sound booth equipment in Sanctuary and Fellowship Hall and manage operations during worship services and other activities  
Manage the church's Facebook account and coordinate with staff to insure that current information is frequently posted  
Manage Zoom video conference account and the hosting of Zoom meetings  
Monitor and maintain internet service and wifi equipment  
Monitor and maintain computer hardware to insure each staff member has equipment needed to efficiently perform their duties  
Monitor and maintain computer software to insure each staff member has applications needed to efficiently perform their duties and that all software is in compliance with licensing  
Maintain building security keyfob assignment records  
Anticipate and respond to ministry needs for technical support

#### **Skills/Qualifications:**

Strong leadership  
Excellent analytical and problem solving skills with keen attention to detail  
Strong communication skills with the ability to explain computer related topics in layman terms  
Ability to work independently as well as in a team environment  
Ability to multi-task and meet task deadlines/timeline requirements  
Advance computer hardware and software knowledge and skills