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# Example of Information Technology Manager Job Description

Our company is growing rapidly and is looking for an information technology manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for information technology manager

* 10+ years relevant experience in computer systems programming and support
* Manages the activities related to Information Technology (IT) in the company, involving the definition, development, maintenance and operation of systems, for maintaining the area's technological level up to date
* Work closely with both business and IT functions to ensure efficient and timely program deliverables
* Develop the program scope and objectives based on the business needs and corporate initiatives
* Lead Request for Proposal (RFP) process for selection of software, hardware, and implementation partners
* Provide work direction and general program management oversight to assigned programs including scheduling, assignment of work, and review project efforts to ensure that the program meets technical and process specifications
* Coordinate with all additional application teams to ensure integration points are managed and accounted for
* Track program plans and provide detailed reports of progress against plan
* Report progress in writing and/or in presentations regularly in order to communicate status and as needed, escalate issues and recommended solutions
* Analyze the needs of assigned department(s)

## Qualifications for information technology manager

* Familiarity with end-to-end system management
* Familiarity with Software versioning and revision control system network protocols, ports and protective measures
* Network management software experience Cisco IOS and Cisco Web Admin preferred
* Successful track record of managing operations
* Ability to communicate the function’s vision and the department’s direction, and set aligned goals for team
* Ability to select, coach and develop talent and hold employees accountable for results