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# Example of Information Technology Manager Job Description

Our growing company is looking for an information technology manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for information technology manager

* Coordinate systems development and programming priorities with the various departments and users throughout the business unit
* Implement approved new systems and system changes
* Assure business computer systems are tuned to provide optimal performance
* Manage the IT Technology portfolio for all storage platforms and for related technologies by overseeing the project request process related to new/existing technologies, partnering with users and IT Applications to understand system needs, identifying and advocating for existing functionality that could benefit end users, facilitating/assisting with system assessments on how to use existing technology capabilities effectively, and in assessing new solutions
* IT strategy and operational activities including service delivery, technical requirements gathering, build versus buy analysis, infrastructure solutions and project execution
* Coordinate with division business leadership, homeroom managers, and end user groups to identify, plan, implement, and sustain IT Solutions to meet division and sector strategic and tactical objectives
* Develop and implement negotiation strategies that achieve stated goals and objectives, optimizing total cost of ownership year-over-year for assigned spend categories
* Working manager of 5 IT personal located in three different facilities in MA & CT
* Will engage with internal and external customers, addressing complex and difficult technical issues and developing practical IT solutions
* Recruit, mentor, and train subordinate staff members

## Qualifications for information technology manager

* Proficiency with Salesforce technologies, including Salesforce App Cloud and Force.com
* Demonstrate strong written and verbal communication skills and positive attitude
* 5 years of experience in the IT profession or related discipline
* 5 years applicable experience in the design/administration/support of four or more platforms
* An undergraduate degree in Business Management, Computer Science, or related field
* Responsible for personnel related matters, personnel review and appraisals, salary recommendations, promotions, terminations