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# Example of IT Manager Job Description

Our growing company is hiring for an IT 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 IT manager

* Lead development of estimates and estimating assumptions for the application release’s effort
* Collect and analyze data from Support / Development Managers and direct reports, develop conclusions and provide recommendations for improvement for delivery across the portfolio
* Manage vendor relationships and ensure timely/accurate communication and resolution of issues
* Train and guide the company’s desktop and server support staff to deliver results in line with the department’s monthly and yearly goals and objectives
* Design and implement the company’s desktop and server infrastructure including hardware and software deployment on over 600 desktops and laptops plus over 200 servers including email, intranet and extranet, database application, remote access, and others
* Write and implement IT desktop and server operations policies and procedures including the creation of documentation and manuals such as IT Audit Manual, Desktop Operations Manuals, and others
* Manage and support a WAN based on Windows operating system network in a multi-vendor environment (mixed hardware and software)
* Responsible for desktop and server hardware and software capacity planning and upgrades including product life cycle analysis and strategy
* Determine and implement hardware, software, and IT personnel levels changes required to support the company’s desktop and server needs that maximizes return on investment
* Responsible for formulating desktop and server group’s annual computing budget including management and procurement of all IT hardware and software plus vendor selection and management

## Qualifications for IT manager

* Should have a relevant technical experience in server and related infrastructure racking, cabling, and power requirements
* Day-to-day management of assigned tasks and proven methodology for self to meet and exceed communicated deadlines self-imposed for all work activity within a complex, distributed, scalable, data center environment
* Proven ability to be a self-starter and to provide methods for continuous improvement
* Ability to think strategically and provide written plans when applicable
* Self-thinking and able to address activities without supervision with delivery dates that are consistently met and communicated without management intervention and follow-up
* Develop and/or review estimates and estimating assumptions for the project's schedule, effort, and cost using established estimating tools (TPET), best practices and past experience