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# Example of Manager, Information Technology Job Description

Our innovative and growing company is hiring for a manager, information technology. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, information technology

* Oversee analysis of data trends and anomalies
* Select, develop, motivate and manage staff
* Manage IT project-level activities
* Perform project tracking and execution
* Create and manage necessary plans, identify and manage project issues/risks
* Create project reporting status and scorecard
* Draft and present management status reports
* Provide advice and prepare strategic reports and briefings for heads of service
* Develop a formal “minimum spec” for staff training and ensure that all team staff members achieve this level
* Directs and oversees the design, full lifecycle development, and implementation of the MAXeb enterprise applications for the Ohio Medicaid Consumer Hotline contract

## Qualifications for manager, information technology

* Up to 10% travel (mostly local)
* Five years of significant experience in information and communication technologies (VSAT, HF/VHF Radios, wired and wireless networking, VOIP, Microsoft Active Directory)
* Regional experience experience managing subcontractors in a threat environment is desirable
* 1-2 years of experience in call center centric business
* Excellent proficiency in Microsoft applications (Office, Project, Visio)
* Experience with Services management