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# Example of Manager IT Job Description

Our company is looking for a manager IT. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager IT

* Plan, coordinate, and implement the organization’s desktop and server short- and long-term strategy in areas such as capacity planning, upgrade paths and service levels
* Includes roles and responsibilities as specified in the Desktop Administrator and Server & System Administrator job descriptions
* Provides guidance and input to strategic and technical planning for various IT projects
* Manages the day-to-day operations of the New York Office’s corporate IT environments including but not limited to Hardware acquisition and deployment and support, asset inventory management, software management network configuration, Project Design, Management, and rollout
* Identifies vendors and works with them to support the offices IT needs
* Produces process and procedures to ensure standardization and operational reliability
* Ensures acceptable levels of performance of Corporate PC’s
* Lead local ECS Department operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources
* Provide direct end-user support
* Interface with Executive/C level staff and their family

## Qualifications for manager IT

* Thorough knowledge of the ITS Change and Problem Management processes
* Accountable for the project management process and deliverables, ensuring 100% compliance to TDBFG project management methodology (SDLC/PMLC)
* Identify project resource requirements, define roles and expectations interact with technology partners to ensure project milestones are met
* Measure and monitor progress at clearly defined points in the process to ensure the project is delivered on time, within budget and that it meets or exceeds expectations
* 10+ years' work experience preferably in a financial institute, 5+ years in a management role
* Strong knowledge on Project Management Lifecycle (PMLC), System Development Lifecycle (SDLC), Waterfall and Agile methodologies