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# Example of Manager IT Job Description

Our company is looking to fill the role of manager IT. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager IT

* Client Integrations on Migration and Other Projects
* Ensuring Quality Standards are maintained
* Act as a key player in making recommendations for technology-related upgrades and assist with procurement and disposal of IT related equipment
* Process requests for new, updated, or termination of user accounts, email access and address books
* Work closely with the event staff to determine and coordinate the best technical support possible for successful facility utilization for special events and programs
* Maintain library of all software, hardware and supporting documentation for equipment warranty services, out of warranty service contracts
* Supervise the installation and/or maintenance of special projects
* Maintain environment while possessing knowledge for best practices and guide company in direction of said best practices
* Work assignment (ticket system, initiatives, project, task)
* Service Quality/Satisfaction management

## Qualifications for manager IT

* 10+ years' work experience preferably in a financial institute, 5+ years in a management/project management role
* Over 5+ years of experience in Project Management, PMP Certified
* Ability understand / manage / direct / contribute in technical architecture, systems design, development & build, testing and deployment
* Responsible for tracking multiple teams and/or projects with increasing degree of complexity and broad scope (e.g., multi-function within line of business, tier 1-2 projects)
* Work with a group (e.g., <25) of IT professionals (e.g., developers, analysts, specialists, administrators and project managers)
* Oversight and facilitation of code reviews, design/SDS reviews and approvals