



# Example of Problem Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of problem manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for problem manager

- Provides timely updates of work status via the Service Desk Ticketing System
- Participates in Help Desk Coordinator and Tech on Duty coverage as required
- Functions as the one of the senior leads for technical troubleshooting
- Coordinates IT equipment moves
- Liaisons with VTC Engineer and VTC Operator as needed or directed by Project Manager
- Liaisons with government IT leads as required
- Performs the management of both reactive root-cause analysis and proactive trend analysis within IT
- Manages problems to ensure that these are diagnosed, logged and escalated to appropriate and consistent quality standards
- Ensures accurate and appropriate communications during problems
- Produces trends analysis of recurring Problems/Incidents

## Qualifications for problem manager

- Understanding of MSTOP framework & principles
- Leadership qualities – can lead meetings and drive actions
- Minimum 1 year of Change/Incident/Problem Management experience
- Inquisitiveness understood as desire to seek the origin of the problem
- Ability to associate information, analytical thinking
- BS/BA in related discipline (i.e., Business Administration, Computer Information Systems, Management Information Systems) or equivalent

