

Greenville Woodworkers Guild, Inc.
Position Description

Title: Information Technology Manager

PDE No.: 23
Revision: 2
Date Adopted: Aug 13, 2012
Resolution: 2012-33

General Responsibilities:

The Information Technology ("IT") Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the provision of modern information technology as required for the efficient operation and maintenance of the Education Center. The IT Manager shall form and chair an IT Committee composed of individuals knowledgeable about the various aspects of information technology. Working with the Committee, he/she will design, determine and implement technology relating to computers, data networks, computer software, telephone systems, facility access systems and facility security systems. The IT Manager shall implement the Guild Policy on Records Retention.

Authorization:

The IT Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The IT Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The IT Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets.

Specific Duties and Responsibilities:

The IT Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing Committee members, and training subordinates; delegating work assignments; and, supervising and coordinating the activities of members and volunteers so as to achieve the following.

- Identify, source, procure, install, test and maintain IT equipment and software used at the Education Center. Provide documentation of hardware and software designs and usage.
- Solicit and evaluate proposals from vendors for Information Technology related goods and services to be purchased. Negotiate contracts for such purchases. Recommend such purchases to the Education Center Superintendent for approval. Monitor/supervise the delivery of such goods and services.
- Provide/develop manuals procedures and training programs for the use of IT equipment and software by Education Center staff and Guild members.
- Respond to and resolve problems with the operation and/or functioning of IT equipment and/or software.
- Establish and monitor a records retention process that complies with the Guild Policy on Records Retention.
- Serve as contact with ADT for modification, problems and maintenance of ADT supplied facility security systems. Train Guild personnel in the use of ADT supplied security systems.
- Update ADT security systems software with data required for its operation and produce security system reports as requested by Guild officials.