**Sample JD of IT Manager**

**Job Description**

At [CompanyX], we rely on our IT systems to power the solutions that help consumers around the world. We’re seeking an experienced IT manager who can join us on this journey, using his or her technological skills to make us more efficient. In this role, you will analyze our current systems and assets, recommend and implement solutions and upgrades, and provide training. Our ideal candidate has extensive knowledge of network maintenance, experience managing staff, and advanced industry knowledge to keep us on the cutting edge. From day one, you’ll have an immediate impact on the day-to-day efficiency of our IT operations, and an ongoing impact on our overall growth.

**Objectives of this Role**

* Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
* Own projects, solutions, and key responsibilities within a larger business initiative
* Handle business-critical IT tasks and systems administration
* Research and evaluate emerging technologies, hardware, and software
* Track and maintain hardware and software inventory

**Daily and Monthly Responsibilities**

* Analyze department needs, identify vulnerabilities, and boost productivity, efficiency and accuracy to inform business decisions
* Ensure network components meet needs and work together seamlessly, using the full range of capabilities, and stay informed about new features and competitive solutions
* Continuously analyze current process, technologies, and vendors to identify areas of improvement
* Prepare cost benefits analysis reports when upgrades are necessary, continuously analyzing vendors to ensure they offer the best possible service and value for company needs
* Train employees on both software and hardware, troubleshoot, and provide technical support when needed
* Develop and execute disaster procedures, and maintain data backups

**Skills and Qualifications**

* Bachelor’s degree in technology or computer science
* 5+ years experience in IT management
* Experience with or knowledge of programming languages and operating systems (MS Exchange, Active Directory, and other Windows-based systems), current equipment and technologies, enterprise backup and recovery procedures, and system performance monitoring
* Expertise with implementing, configuring, and testing solutions

**Preferred Qualifications**

* Proven leadership skills
* Strong creative and analytical thinking
* Professional certifications