**Job Description:**

We are seeking an experienced and results-driven Information Technology Manager to lead our IT department. The ideal candidate will have a strong background in Information Technology Management, possess a Master's degree in Leadership and Information Systems Management, and hold relevant certifications such as MCP, CompTIA Network+, and CompTIA A+. This role requires expertise in planning, implementing, and evaluating IT systems, infrastructure, and staffing to execute complex initiatives and meet deadlines in dynamic environments.

**Responsibilities:**

* Manage application database/hardware systems for tracking Chapter 13 bankruptcy cases, overseeing information systems, and anti-spam/antivirus servers.
* Evaluate, recommend, implement, support, and troubleshoot hardware and software.
* Maintain LAN/WAN infrastructure, connectivity, and security, including LAN user documentation.
* Administer licenses and service contracts, schedule service visits from vendors and suppliers.
* Define, document, assess, and update IT-related procedures as needed.
* Create and maintain user accounts, including email, and inspect employees' computers quarterly for compliance.
* Coordinate special projects, including the design and implementation of network infrastructure enhancements and the deployment of new tracking systems.
* Research, install, and configure enterprise backup solutions for disaster recovery.
* Double WAN bandwidth and improve LAN and WLAN performance through reconfiguration.
* Develop automated scripts for data retrieval, improving efficiency and accuracy.
* Automate asset tracking using a hand scanner and database system.
* Plan, design, install, configure, and test wireless networks (WLAN) using Cisco, Nortel, and Meraki technologies.

**Qualifications:**

* Master of Science in Leadership and Information Systems Management.
* Certifications: MCP, CompTIA Network+, CompTIA A+.
* Proven experience in IT management, disaster recovery planning, and network engineering.
* Expertise in LAN/WAN infrastructure, hardware/software maintenance, and user support.
* Strong leadership, communication, and problem-solving skills.
* Detail-oriented with a strategic approach to IT planning and analysis.

If you are a seasoned IT professional with a track record of success in Information Technology Management, strategic planning, and team leadership, we invite you to apply for this exciting opportunity. Join our dynamic team and contribute to the success of our organization. Apply now!

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