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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Information Technology Manager/Information Systems Manager - Exempt Position**

**Reports to:** Chief Information Officer

**Job Summary:**

The Information Technology Manager is responsible for the day-to-day implementation and maintenance of the organization’s technology, which includes computer systems, applications and software. This position will recruit and train employees for the IT department.

**Job Functions:**

* Oversee and manage the annual IT budget to assure funding is available for all system needs
* Coordinate all technology installations, maintenance and upgrades and assure those that need to know are aware
* When needed, select and purchase new and/or replacement hardware and software
* Assure effective operation of all technology through testing, troubleshooting and modifying systems as needed
* Assure all department activities are consistent with applicable laws, codes and regulations
* Manage the IT staff including recruiting and training, monitoring performance and communicating job expectations
* Coordinate all activities of 3rd party IT providers
* Stay current with technology advances and industry best practices
* Interface with Operations Manager to ensure that IT resources effectively support all business processes

**Skills Needed:**

* At least 5 years experience in managing a team/department
* Proficient in computer hardware, wireless technology applications and support and system security
* Strong communication skills, both verbal and written
* Able to develop relationships with all levels of the organization
* Multi-tasking and time management skills as well as being organized and detail oriented
* Strong analytic and problem-solving skills

**Education Required:**

* Bachelor’s degree in computer science, information technology or related field
* Developer and Administrator Microsoft Certification a plus

**Other:**

* Available by phone during non-working hours for emergencies
* Has interaction with all employee levels

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.