SeniorsPlus

THE BEST PLACE FOR
WORKING PARENTS®

SENIORSPLUS HAS EARNED THE BEST PLACE FOR WORKING PARENTS®
BUSINESS DESIGNATION
IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS
THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.

Information Technology Manager
Full-time Position

SeniorsPlus is dedicated to providing information and assistance to older people and adults with disabilities so that they may make informed choices and lead enriched and healthy lives. Our core services fight isolation and support independent, healthy living.

We are currently seeking an experienced Information Technology Manager to join our team. The Information Technology Manager oversees the administration of the agency's network services and LAN functions including planning, implementing and maintaining network infrastructure. The individual will provide oversight into network security and backup systems and make recommendations for updates or changes to introduce or enhance operating efficiencies. The Information Technology Manager will be a member of the SeniorsPlus Leadership Group.

Responsibilities Include:
- Supervising help desk employees.
- Ensuring all systems are operating at peak efficiency.
- Operating and maintaining hardware, software and network computing platforms for office and remote staff.
- Establishing and maintaining protocols and configurations for network access, directory structure, and network security for users.
- Administer agency's Outlook, Teams, and ZOOM implementation. Duties include creating new email addresses, administering agency's device policy, creating and maintaining email groups, and agency calendars
- Provide end user training on all apps.
- Interface with outside vendors and phone providers to ensure efficient phone/technical service within the agency and remote sites.
- Analyze proposed hardware and software changes with respect to impact on network operations, resources and users. Prepares written recommendations and presents respective hardware and software changes including rationale, estimated costs, resource requirements, etc.

Minimum Qualifications:
- Bachelor's Degree in Information Systems, Computer Science or other related undergraduate discipline, or the equivalent in education and related work experience, required.
- A minimum of 3-5 years of related work experience, including at least two years with Microsoft Server 2019, Windows 10, SonicWall, Gsuite and Microsoft Office preferred,
- Database experience preferred. Report Builder experience a plus.
- 2+ years supervisory experience.
- Experience and skills in diagnosing and troubleshooting hardware, software and network issues.
- Good written and verbal communication skills.
- Must have valid driver's license, proof of vehicle insurance, and ability to travel for job related requirements.
- Must receive favorable results from driver's license, reference, and criminal conviction background checks for any offer of employment.

Benefits, Schedule & Pay:
- Thirteen paid holidays and generous Earned Benefit Time in addition to:
  - Health and dental insurance
  - Vision program
  - 403(b) Retirement Plan
  - Life insurance and short-term disability round out our benefits package.
- Full-time position
- $65,200 - $73,444/annually (based on qualifications and experience).

Interested individual should submit a letter of interest, salary requirements and resume to jobs@seniorsplus.org or:

> Human Resources
> SeniorsPlus
> 8 Falcon Road
> Lewiston, ME 04240

SeniorsPlus is an equal opportunity employer