

Job Description
Manager, Information Technology

Roth IAMS is looking to grow Our Team!

We are seeking an experienced and passionate **Manager, Information Technology** to join our team!

Imagine working for a company that values its employees as much as its clients. **Imagine** taking a job and wanting to finish your career with that same company. **Imagine** a company that hires and invests in **full-time** professionals as opposed to relying on contract employees. **Imagine** a place where collaborative, passionate and consistently curious professionals come together to tackle the world's deferred capital renewal and maintenance backlog crisis. **Imagine** your career.....better.

Roth IAMS is an industry leader in providing world-class solutions in Asset Management/Capital Planning including FCAs, ADA Assessments, EAs and Capital Asset Database Management. We provide expertise to a wide variety of sectors, including higher education, K-12 education, municipal/local and state-level governments, healthcare, institutional, industrial, recreational and hospitality.

We are seeking skilled candidates that truly believe in the core values we, as a company, practice every day.

- **Collaborative** – only by understanding each other and our uniqueness can we tailor the best solutions for our clients;
- **Passionate** – our love for what we do and why we do it drives us towards excellence;
- **Consistently Curious** – we are always seeking knowledge and challenging the status quo.

Position Summary:

Reporting to the Director of Finance, the Manager of Information Technology (IT) plays a pivotal role within Roth IAMS to ensure consistent, reliable, secure and up to date operations of its computer systems and applications while balancing the day-to-day support and training needs of all staff. The Manager, IT should possess extensive knowledge of network maintenance, managerial experience, and advanced industry expertise. This role will have an immediate effect on the daily efficiency of our operations and a long-term influence on overall company growth.

Collaborative ❖ Passionate ❖ Consistently Curious

Roth IAMS is an equal opportunity employer. We celebrate diversity, equity, and inclusion in creating a welcoming and empowering environment for all employees.

What we offer:

- Competitive compensation package
- Comprehensive Health Benefit Plan
- RRSP Matching
- Bonus program
- Generous vacation entitlement;
- Summer hours and Christmas shutdown and
- Flexible hybrid work options

What you offer:

- Relevant College diploma or bachelor's degree (or equivalent) in Information Technology or computer science
- Experience with computer networks, network administration and network installation;
- Knowledge of technical management, information analysis and of computer hardware/software systems;
- 5 years' experience in IT management;
- Excellent leadership, communication and organizational skills;
- Must have a commitment to the vision and mission of Roth IAMS.
- Able to provide training to staff on different technical aspects;
- Proficient in effective verbal and written communication;
- Strong interpersonal skills with ability to build effective working relationships, time management, and problem solving;
- Expertise in implementing, configuring and testing IT solutions;
- Deep knowledge of programming languages and operating systems (ex: Microsoft Exchange, Active Directory, SharePoint), current equipment and technologies, enterprise backup and recovery procedures, and systems performance monitoring
- Demonstrated ability to read and interpret financial documents and spreadsheets
- Works well under pressure and meets deadlines;
- Works effectively in an entrepreneurial, collaborative team environment, and is able to direct and work in harmony with a diverse group of highly motivated and capable individuals;
- Solid judgment; able to prioritize work as it comes in

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What you will be working on:

- Analyze departmental needs, identify vulnerabilities, and boost productivity, efficiency, and accuracy to inform business decisions
- Responding to requests through the ticket system, identify and resolve IT issues promptly
- Ensure seamless integration and functionality of network components, staying informed about new features and competitor solutions
- Continuously analyze processes, technologies, and vendors continually to find areas for improvement
- Prepare cost–benefit analyses for necessary upgrades, and monitor vendors for optimal service and value
- Train employees in software and hardware use; troubleshoot and provide technical support
- Develop IT training materials for ongoing employee development
- Conduct cyber security awareness training for staff
- Assist with new hire orientation and equipment setup (Laptops, iPads, Cell phones, accessories), and perform back-end setup
- Develop, test, and execute disaster recovery plans; maintain and test data backups
- Manage data governance standards and policies
- Plan, organize, control and evaluate IT and electronic data operations
- Design, implement, and coordinate systems, policies, and procedures to ensure data security, network access, and backup systems
- Audit systems to assess outcomes and ensure compliance with security policies
- Preserve assets and maintain information security and control structures
- Manage and present annual IT budget and ensure cost effectiveness
- Develop and maintain documentation for systems, policies, and procedures
- Oversee device management, including configuration, deployment, and maintenance of IT hardware and software

Specific Systems and Tools

- Manage and support Microsoft 365 suite, including SharePoint, OneDrive, Entra ID, Power Automate, and PowerShell
- Utilize Autopilot and Intune for device management
- Support and manage Windows-based PCs, iOS, and iPadOS devices
- Use Jira for project and issue tracking
- Implement and manage Jamf for macOS and iOS device management

Cyber Security

- Continuously monitor and improve cyber security measures

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- Implement and enforce security policies to protect organizational data
- Conduct cyber security awareness training for staff

Equipment Logistics

- Oversee equipment logistics, ensuring timely procurement, distribution, and maintenance of IT hardware
- Oversee international equipment logistics to ensure efficient and timely delivery and support of IT hardware across global locations
- Maintain inventory of IT assets and manage the lifecycle of IT equipment

Work Environment

- Hybrid work environment (in office 3 days a week)
- General office environment
- Light lifting (up to 10 lbs)

Please note that the description above is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

If you're ready to make a change and want to become part of a rapidly growing company, please apply. We thank all candidates for their submissions, however only successful candidates will be contacted for interviews.

Accommodation

Roth IAMS is committed to accommodating applicants with disabilities throughout the recruitment and hiring process. If you require any accommodation to apply or interview for a position with Roth IAMS, please reach out to Careers@rothiams.com or directly to the recruiter you are working with. We are dedicated to work with you to best meet your needs.