

IT Manager Job Description Template

Job Overview

We are looking for a knowledgeable and expert IT Manager to oversee and monitor IT personnel as well as organisation-wide systems and information. You will be required to administer data operations, IT and information processing systems. You should be able to provide for customer satisfaction and help us generate profits. This role requires you to possess great expertise and knowledge in this industry and a thorough understanding of computer hardware and software.

Job Responsibilities for IT Manager

As an IT Manager, you should demonstrate the ability to manage the required personnel as well as ensure our users are satisfied with the services our company provides. As a leader in the IT department, you must be able to provide for technical management and information analysis. The main duties and responsibilities for the position of an IT manager include:

- Supervise and monitor the IT department
- Handling and reporting of the allocation of IT budget
- Conducting regularly and timely system audits and study the outcome
- Ensure timely and regular system updates and checks
- Design, develop and coordinate policies and procedures in the department
- Prepare files and reports on the functioning of the department
- Identify user needs and requirements and implement solutions quickly
- Manage staff by recruiting, communicating, training and evaluating performance
- Purchasing and testing new hardware and software
- Preparing technology disaster recovery plans to avoid risk and backup procedures
- Assuring all IT activities are performed within the parameters of applicable laws, codes and regulations

IT Manager Salaries

- A person working as an IT Manager earns USD 118,430 on average per year. Salaries range from USD 105,951 being the lowest to USD 130,392 being the highest
- The exact salary is however dependent on the company, location and nature of the employer's business

IT Manager Job Qualifications

The basic qualifications required to be considered for the position of an IT Manager include:

- Either a Bachelor's degree in Computer science, technology or related field or experience in the industry or both
- Master degree in a similar discipline preferred
- Prior experience as an IT manager or any related role will be preferred
- Optional product or system certification

IT Manager Skills Required

An IT Manager needs to possess a variety of skills in order to be successful in the work environment - they include both job related technical skills as well as interpersonal traits.

- Proficient in hardware installation, cabling and support, wireless technology applications and IT security
- Highly organized and ability to multi-task
- Excellent leadership and management skills
- Data centre management and data governance skills
- Excellent people and managerial skills
- Knowledge of the widely used practices in the industry
- Experience with network administration and computer systems
- Strong knowledge of information analysis and technical management
- Great project management skills
- Ability to think critically, solve problems, make decisions
- Ability to understand programming and digital security
- Expertise of best IT practices, policies and regulations
- Excellent communication and interpersonal skills, both verbal and written
- Strong eye for detail
- Comfortable with working on computers and technology platforms
- Familiar with softwares like Microsoft Suite
- Work with professionalism and integrity
- Excellent data collection and analysis skills
- Meticulous and diligent attributes
- Great customer focus and understanding
- Good team player with ability to work in a team with no or little supervision

What to expect as an IT Manager

To be an IT Manager, you must be very thorough with your work as well as help our company maintain the highest quality of standards.

- Hands on experience with customer service and troubleshooting
- Learning organizational skills
- Learning how to multi task and deliver items on time
- Lead a team with employee collaboration
- Develop relationship with technology vendors
- Work experience with different departments in the organization