



Kenworth Administration Center

803 N. Monroe St. Bloomington IN 47404

[www.bgcbloomington.org](http://www.bgcbloomington.org)

Office - 812.332.5311 Ext. 227

# IT Manager Job Description

**HOURS:** 40 - 50 hours per week

**PAY RATE:** Salary \$48,000

**Exempt/Non-Exempt:** Exempt

**UNIT/LOCATION:** Kenworthy Administrative Center

**Reports to:** TBD

**Start Date:** Open until position is filled

**VACATION/SICK DAYS:** See Employee Manual

**HOLIDAYS:** 10 days off

**BREAKS/LUNCH TIME:** 15-minute break for every 4 hours worked, 30-minute lunch break for every 8 hrs.

**BENEFITS:** See Employee Manual

*The mission of the Boys & Girls Clubs of Bloomington is to empower all young people, especially those who need us most, to reach their full potential as caring, productive, and responsible citizens.*

**JOB DESCRIPTION:** The Boys & Girls Club of Bloomington is looking to add to our team an IT Manager with room for upward professional growth. The IT Manager will need to be proficient in networking skills, database administration, IT security, and current technology.

**QUALIFICATIONS:** H.S. diploma/GED with 3-5 years experience in the IT industry. Strong communication and organizational skills required. Must be hard-working, motivated, enthusiastic, willing to learn, and poised under pressure. Must have strong computer skills and be able to multitask.

## ESSENTIAL JOB FUNCTIONS:

- Desktop Support for five locations and multiple network and hardware operating systems, including but not limited to Microsoft Windows, macOS, ChromeOS, Apple iOS, and Google Android, including setting up computers and mobile devices and install and configure software and hardware.
- Maintain and steward technology relationships in and outside the organization.
- Work with Richland Bean Blossom Community School to process Ellettsville Club staffing IT needs.
- Troubleshoot technology issues and outages.
- Process onboarding and offboarding requests as it relates to user access controls and the issuance or return of hardware assets.
- Manage alarm systems and & camera systems including conducting periodic user access reviews.
- Maintain technology hardware inventory and manage software accounts including but not limited to Adobe, Microsoft, Google Workspace, etc.
- Technology purchasing for software through approved vendors such as Amazon, TechSoup, Office Depot, Staples, CDW, Best Buy, etc.
- Establish and maintain network infrastructure and security.

- Establish and maintain security using industry best practices through access controls, backups, and firewalls.
- Ongoing testing of system, user access, and security controls.
- Conduct regular compliance and skills training with staff.
- Update system software and firmware as warranted to ensure adequate performance and apply system patches in a timely manner.
- Develop and monitor annual IT budget.
- Generate IT funding leads and maintain relationships.
- Review and update technology policies annually.
- Attend staff meetings and training.
- Assist staff with informed technology decision making.
- Create technology how-to guides to educate staff on common IT skills and the use of software.
- Assume other duties as assigned.

### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

- Exhibits impeccable professionalism and well-developed interpersonal skills.
- Demonstrates a high degree of initiative and self-direction.
- Demonstrates high caliber organizational and communication skills.
- Demonstrates acute attention to detail.
- Maintains productive and open working relationships with administrative staff.
- Must be able to demonstrate the ability to work with people from diverse racial/cultural/socio-economic backgrounds.
- Abides by a strict code of confidentiality according to legal and professional standards.
- Demonstrates ability to function in high-stress environments.
- Demonstrates command of complete Microsoft Office Suite and Google Suite.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, machine buttons, etc.
- Ability to work in a professional environment and positively represent an organization under various levels of stress.
- Ability to work on multiple projects and prioritize effectively.
- Visual acuity for accurate reading, typing, filing, and use of computers.
- Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
- Ability to hear for purposes of business-related phone communications, public broadcasts, answering incoming phone calls, etc.
- Ability to verbally and clearly communicate on the telephone and in person.
- Ability to lift and carry 15 to 50 pounds for office supplies and in-kind donations.
- Ability to sit for a long time, bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

**Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.**

**Please send your resume and references to  
the HR Director, Mel Miller, at [mmiller@bgcbloomington.org](mailto:mmiller@bgcbloomington.org) or  
Boys & Girls Clubs of Bloomington  
Atten: HR Department  
PO Box 1716 Bloomington IN 47402.**

**Resumes accepted until the job is filled.**