

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

MARCH 4, 2009

TITLE: MANAGER OF INFORMATION TECHNOLOGY

REPORTS TO: SENIOR IT OFFICER

JOB CLASS: EXEMPT

LOCATION: STATEWIDE

PURPOSE:

This position is responsible for supervising the Computer Support Technician and Weigh System Support Technicians and providing backup to the Sr. Manager of Information and Technology, and performing the scheduled maintenance, repair and troubleshooting of computer related systems and software at all DSWA facilities.

JOB DUTIES:

- \* Provide backup to the Manager of Information and Technology
  - \* Supervise the activities of the Computer Support Technician
  - \* Supervise the activities of the Weigh System Support Technicians
  - \* Organize training for new software or software updates.
  - \* Clean, maintain, upgrade, and repair computer related hardware and systems
  - \* Troubleshoot and repair computer related problems
  - \* Maintain the rotation schedule for scale computer related systems
  - \* Keep computer related systems up to date with patches and service packs
  - \* Keep computer related systems up to date with the latest anti-virus
  - \* Keep computer related systems up to date with the latest spy-ware
  - \* Perform File Server Administration tasks
- Perform other duties as assigned

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**QUALIFICATIONS:**

High School diploma or equivalent, computer related hardware and software technical courses, six (6) years of computer related repair, testing, and maintenance experience. Associates degree in applied science electronics/electrical engineering technology. Valid Class (D) driver's License, ability to work independently, ability to work in a rapidly changing technical scenario, Microsoft Certified Professional (MCP+I) Certification + Internet. Microsoft Access, Excel, Front Page Certification.

\* Denotes Essential Functions of the job