

**MEMPHIS HOUSING AUTHORITY
700 ADAMS AVENUE
MEMPHIS, TN 38105**

Position Title: Information Technology (IT) Manager
Supervisor: Chief Financial Officer/Chief Information Officer
Status: Exempt
Effective Date:

Position Description

Maintains information technology strategies by managing staff; researching and implementing technological strategic solutions. Coordinates project phases from development to installation. Acts as liaison between clients, vendors and consultants.

Major Duties and Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The position description is in compliance with American with Disabilities Act.

- Accomplishes information technology staff results by communicating job expectations; planning, monitoring and appraising job results; coaching, counseling and disciplining employees; initiating, coordinating and enforcing systems, policies, and procedures.
- Maintains organization's effectiveness and efficiency by defining, delivering and supporting strategic plans for implementing information technologies.
- Builds and maintains vendor relationships and manages the purchase of hardware and software products.
- Completes projects by coordinating resources and timetables with user departments and service providers.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; processing vendor invoices; analyzing variances; initiating corrective action.
- Recommend information technology strategies, policies and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Identify problematic areas and implement strategic solutions in time.
- Performs other duties as assigned or required.

Required Knowledge, Skills and Abilities

- Excellent knowledge of technical management, information analysis and of computer hardware/software systems.
- Expertise in data management and data governance
- Knowledge of HUD statutes, regulations and guidance.
- Knowledge of MHA organization, operations, policies and procedures.
- Knowledge of work flow analysis and internal control procedures and standards.
- Knowledge of principles related to public sector financial and program administration.
- Knowledge of the principles of record keeping and records management.
- Knowledge and experience developing and delivering training on technical housing applications;
- Proficiency in business and personal computers, and spreadsheet software applications.
- Skill in supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Skill in understanding, interpreting and applying auditing standards and procedures, and applicable Federal rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with other MHA staff.
- Skill in effective verbal and written communication.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.

Minimum Education, Training and/or Experience

Bachelor's degree in Computer Science, MIS or a similar computer-oriented major field. Five (5) years of proven work experience as an IT manager or relevant experience. Certifications in Networking and Security are preferred. Hands-on experience with computer networks, network administration and network installation. Ability to manage personnel.

Special Requirements

Possession of a valid Tennessee driver license and safe driving record for those required to drive or allowed to drive on behalf of the MHA.

Must pass a criminal background check and drug screening.

Applications with a current Resume may be filed at Memphis Housing Authority, 700 Adams Ave., Memphis, TN 38105 ATTN: Human Resources Department. All applications must reach the Authority before the close of business on **07/20/2018**.

MEMPHIS HOUSING AUTHORITY IS AN EOUAL OPPORTUNITY EMPLOYER:

Appointments will be based on merit as it relates to position requirements without regard to race, age, religion, color, sex, national origin, or disability.