

**TITLE:**  General Manager

**DEPARTMENT:** IT

**REPORTS TO:** Chief Operating Officer

**JOB CLASSIFICATION:** Exempt

**POSTING DATE:** 06/27/2019

**GENERAL:**

The General Manager will be responsible for business development and management of information technology contracts in the local, state, and federal arenas. The GM will also manage the in-house IT staff and systems.

**ESSENTIAL JOB RESPONSIBILITIES:**

* Evaluate and identify business opportunities.
* Understand and implement compliance for Small Business Administration programs to include 8(a) and HubZone.
* Develop a Mentor/Protégé relationship for Imaq Technology.
* Manage IT staff and communicate job expectations through planning, monitoring, and appraising job results.
* Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
* Completes projects by coordinating resources and timetables with user departments and data center.
* Verifies application results by conducting system audits of technologies implemented.
* Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
* Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
* Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
* Maintains quality service by establishing and enforcing organization standards.
* 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.
* Contributes to team effort by accomplishing related results as needed.
* Monitor changing network technology and deliver a technology update to the executive team each quarter

**EDUCATION & SKILLS REQUIRED:**

* Bachelor’ Degree in Computer Science, Business, or related field (Master’s degree preferred)
* 3+ years’ experience in information technology management
* Comprehensive understanding of network architecture and client/server technology
* Software development abilities preferred
* Ability to get along with diverse personalities while displaying tact, maturity and flexibility
* Flexibility to work varied hours for events and to meet deadlines as needed
* Must be flexible and responsive to the urgency of a situation where expertise is needed
* Excellent communication skills, both oral and written, as well as strong problem solving skills required

*Note: The information presented indicates a general nature and level of work expected by employee in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Imaq Technology is a subsidiary of St. Mary’s Native Corporation.*