



Title: IT Manager
Reports To: Executive Management
Location: Casper, WY
Salary: Commensurate with Experience
Apply To: humanresources@mcmurry.net

Company Overview

Home Ranch Office is a locally owned and managed private company. We are a steady growing and dynamic organization. The quality of our employees and their dedication to service is what separates us from other companies of similar size. We strive to attract and retain exceptional employees who share our commitment to superior service, continued growth, and organizational success.

Brief Description

The IT Manager will maintain complex computer systems and network design, connectivity, and implementation. This includes monitoring and tracking the deployment of solutions to ensure system continuity, integrity, security, etc.

Responsibilities

- manage/administer the following systems and network infrastructure which includes but is not limited to LAN/WAN, Voice over IP, video conferencing, content filtering, Security/firewall, windows active directory, centralized storage, server system backup, virtualization, Office 365, NinjaRMM, ScreenConnect and Unifi wireless network.
- Plans, directs, and reviews activities of personnel involved in computer systems network design, connectivity and implementation.
- Analyzes computer systems networks to ensure effectiveness and efficiency; reviews connectivity requests to determine requirements for installation or modification.
- Assists with resolution of computer networking problems.
- Designs layouts for implementing special projects.
- Troubleshoots network problems or systems failure involving hardware and software to determine the causes and possible solutions; implements solutions to resolve problems.
- Monitors and maintains network stability, collects, and analyzes network logs, monitors memory utilization, and installs and tests software upgrades.
- Establishes and controls systems access and security.
- Checks systems in order to optimize performance and to initiate recovery action after system failures.
- Prepares and maintains documentation of network configurations and cabling layouts.
- Develops, maintains, and tests disaster recovery plans.
- Serves as a technical resource for companywide IT solutions.
- ***Integrity, discretion, and respect for confidential information are absolutely essential.***

Job Requirements

Education and Experience:

- 2-5 years' experience in the IT industry.
- Strong breadth of knowledge of current IT industry trends, best practices, and technologies.
- Certified and demonstrated experience with configuring servers, workstations, and network components in Microsoft Windows, Mac and VMWare/Hyper-V environments.
- Background working closely with executive management.
- Demonstrated ability to effectively solve critical problems in a timely manner.
- Demonstrated commitment to continuous learning to ensure long term success of the company
- Strong familiarity with project management and asset tracking software
- Valid Driver's License

Preferred

- Bachelor's Degree in computer science or similar discipline
- NIST, ISO/IEC knowledge for standards and frameworks
- Scripting knowledge e.g., PowerShell, Python & Ruby extremely preferred.
- Ability to automate procedures and processes to minimize user interaction and intervention

Certifications

Required (or within 1 year)

- MCSA or similar
- CCNA (R&S Discipline)
- CompTIA A+ or Network+

Preferred

- CCNP (R&S)
- CCNA (Voice)
- CompTIA Security+
- MCSE or current Azure Certifications
- Microsoft 365

Physical Demands:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will regularly lift and/or move up to 50 pounds. The employee will regularly sit; talk; hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee will occasionally stand. Special vision requirements include close vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

Disclaimer:

The above information has been designed to indicate the general nature and level of work performed within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. Incumbent must attend work on a regular basis, on time, and withstand varying degrees of stress. This position description describes the minimum selection requirements to qualify for the position. Promotion and other employment decisions are based on employer needs, being in good standing, fully competent performance, and other non-discriminatory subjects.