

THE OAKS FELLOWSHIP
Job Description – Technology Manager

Full-time

Exempt

PURPOSE: Oversee the technology software purchases, hardware purchases and inventory, as well as relationship with outside vendors.

REPORTS TO: Operations Director

QUALIFICATIONS: Bachelor's degree in technology field and/or applicable years of experience required. Ability to interact relate with a variety of individuals required. Knowledge and understanding of technology industry and trends essential. Ability to prioritize tasks and projects seeing them through to completion.

RESPONSIBILITIES: *Essential job responsibilities include but are not limited to:*

Oversee software purchases and inventory for The Oaks. Work with individual departments to understand their specific needs and provide what is necessary for optimal results. Provide support in educating departments in use and function of church owned software. Coordinate software purchases ensuring appropriate number of licenses as well as offered software.

Oversee church computer hardware. Develop tracking and identification system for all church owned equipment. Develop and implement system to systematically upgrade older machines on a regular cycle. Purchase, prepare, and install all new computer equipment. Maintain HelpDesk system keeping track of requests, schedule of repairs, and completion of tasks. Serve as key person to perform repairs and resolve computer/printer problems.

Manage partnership with outside technology, server hosting and management vendor. Work with vendor to access current status and develop long-range plan for continued update and growth. Facilitate bi-annually Technology Task Force meeting with outside vendor. Provide current system status report as well as plan to meet future needs.

Oversee copiers and printers. Work with vendors to maintain the best equipment for the best price.

Secondary job responsibilities include but are not limited to:

Assist with miscellaneous department duties as requested by the Operations Director.

This job description is not intended to encompass all functions of the position; rather, it is intended to provide a general framework of the requirements of the position. Job incumbents may be asked to perform tasks not specifically addressed in this job description.