

**SOUTH BEND INTERNATIONAL AIRPORT
ST. JOSEPH COUNTY AIRPORT AUTHORITY**

POSITION: IT Manager

FLSA STATUS: Exempt

REPORTS TO: VP of Finance

HOURS OF WORK: This is a full-time position, 40 plus hours a week. Schedule can vary based on needs and can be flexible.

QUALIFICATIONS:

Education: Bachelor's degree from an accredited college in Computer Science or related field.

Experience: Three to five years of relevant experience, preferably in a lead role working with business partners in support of operations.

Licenses: Maintain valid Driver's License. Must be able to obtain and maintain eligibility to hold a Security Identification Display Area (SIDA) badge.

Other: Excellent working knowledge of computer systems, network and systems administration, databases and data storage systems, and cybersecurity. Must be appraised on current trends in the industry. Knowledge of airport operations preferred.

Must have ability to use problem-solving techniques, to organize and prioritize, to maintain confidentiality, and to listen and communicate effectively both verbally and in writing; ability to represent the Authority in a professional manner.

Must be able to make quality decisions based on sound judgment; to manage time effectively. Should be able to adapt to and manage organizational change and develop effective working relationships with others.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Must support and encourage the Authority's Mission, Vision, and Values Statements.

- Work with the VP of Finance and the Executive Team to develop and maintain a strategic plan for use of technology by the Airport Authority that would support furthering the mission as well as day to day operations
- Work with the management team to analyze business requirements and develop solutions to aid business needs

- Manage relationship with all outside technology vendors including contract review and negotiations
- Maintain and manage all aspects of internal infrastructure requirements for all computer and network devices, including public and private Wi-Fi
- Analyze and recommend solutions for cybersecurity plan including contingency planning
- Coordinate troubleshooting of hardware and software issues utilizing external helpdesk when appropriate
- Manage all other aspects of Information Technology use at the airport authority

PHYSICAL REQUIREMENTS:

- Work is performed in a standard office environment as well as occasional periods of time outdoors.
- Exposure to dust, grease, excessive noise or vibration, noxious gas or fumes and/or extreme outdoor weather conditions may be occasionally expected.
- Ability to push, pull, lift and carry office equipment, such as monitors and personal computers.
- Position requires frequent reaching with hands and arms, standing, and walking.
- Ability to occasionally climb, kneel, crouch, bend, and crawl are required.
- Ability to sit for constant periods of time.
- Vision abilities required include close, distant, color peripheral, depth and the ability to adjust focus.
- Work performed requires the ability to speak and hear.
- Position is required to occasionally drive Airport Authority vehicles on Airport grounds and public roadways.

Revised: June 2022