



## **IT Specialist Job Description**

---

### **Title**

IT Specialist

### **Reports To**

Vice President

### **Summary**

Accountable for management of all IT related requirements for Riverside Brass.

### **Job Duties**

- Direct and manage information technology strategic plans, policies, programs, and schedules for business data processing, computer services, network communications, and management information services to accomplish organizational goals
- Manage all phone systems for Riverside brass including Cell Phone and Landlines
- Accountable to support Riverside Brass' ERP from an IT perspective
- Manage the IT related aspects of the organization's security system
- Provide technology guidance for the organization
- Direct the information and data integrity of the organization
- Analyze the costs, value and risks of information technology to advise management and suggest actions
- Identify emerging information technologies to be integrated, and introduced within the organization to gain competitive advantages
- Develop and establish operating policies and procedures for computing and information technology
  
- Develop and establish information security policies and procedures for protecting vital business and customer information according to best practice standards and regulations
- Facilitate the management of IT-related projects with the management team
- Direct and organize IT-related projects
- Supervise the operations of the information technology function which includes directing contracted support staff who support administrative computing, networking, user services, telecommunications and other information technology functions
- Ensure the security of the information systems, communication lines, and equipment



- Responsible for the development, review and certification of all back-up and recovery procedures and plans

**Must Haves:**

- Proven experience in an IT role
- Experience in strategic planning and execution
- Excellent organizational, problem solving and leadership skills
- Experience with business analytics and reporting
- Solid understanding of data analysis, budgeting and business operations
- Proficiency in establishing IT services framework and IT security policies
- Knowledge of contracting, negotiating, and change management
- Knowledge of information technology computer systems and software and the ability to manage the entire spectrum of information technology operations
- Ability to participate in and facilitate group meetings
- Outstanding communication and interpersonal abilities
- University Degree or College Diploma in an IT related subject
- Experience with manufacturing ERP
- Knowledge of phone systems and current cell phone technology

**Working Conditions**

- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 10lbs may be required.

We welcome and encourage applications from people with disabilities. To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Please contact HR prior to an interview if you are selected.