# Information Technologies Manager

***Job Details***
Job Type: Full-time
Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. + on-call hours

***Job Summary***
The IT Manager provides business and analytical services, related to software, hardware, telecommunications, and their respective operating environments, to the organization in the most accurate, timely, and secure means possible in support of organizational goals and strategies.

Is responsible for all computer systems and telecommunications within the company, the implementation of new and or evolving technology, daily management of all IT activities within the organization and directs the work of other department personnel.

Experience with IBM AS400 and iSeries (MAPICS) DB9 ERP environment, common Windows 365 software environments, multi-user server environments, factory floor data collection process and equipment (bar code scanning), interface with telecommunication providers, system backup and recovery, system security applications.

Function as an integral member management team. Utilizes IT to enhance business processes, continually evaluates technology solutions to drive lean principles and increase system and user productivity. Research business/departmental needs and recommends systems that may benefit enhancement of business goals. Evaluate requests for application enhancements, modifications, equipment, and new applications from various internal departments.

Requires good communication skills, as well as fundamental technical troubleshooting abilities. Will work as a project manager to implement any new IT solution throughout the company. Conducts research and recommends the selection of IT equipment, applications, and supplies.

***About Homecrest***
Located in Wadena, MN, Homecrest Outdoor Living, LLC is a leading manufacturer of outdoor furniture. Since our founding in 1953, our goal has been to enhance our customers' outdoor living experience by producing quality furniture that lasts for decades. In fact, many of our vintage wire collections from the 1960s are still in use today. If you are passionate about loving life outdoors, we want you on our team!

***Primary Job Duties***
- General IT
    - Ensure that all backups to off-line storage are being performed and that backup mediums are maintained in off-site locations.
    - Evaluate security risks and inform management of exposures. Maintain anti-virus and firewall systems to guard against on-line attacks. Function as the security chief for both network and AS400 security systems.
    - Develop an annual business plan and operating budget for the department and monitor the implementation of these to ensure that the financial and strategic targets are met. Obtain competitive prices from suppliers, to ensure cost effectiveness.
    - Collaborate with internal departments to facilitate the communication and delivery of technology initiatives.
    - Direct the preparation and implementation of policies, procedures and standards relating to information and telecommunication systems and ensure that those policies, procedures, and standards are added to and reflected in the company's IT Manual.
    - Ensure compliance with software licensing including Microsoft Office, Microsoft Windows operating systems, spam filter licensing, and other software and hardware support licenses.
    - Establish and build strategic relationships with outside vendors and make decisions on utilizing outside resources when deemed necessary.
    - Ensure smooth IT operations, minimizing downtime, managing a diverse toolbox including network infrastructure and vendor-supplied systems.
    - Providing secure access to the network for remote users.
    - Securing data from internal and external attacks.
    - Managing crisis situations, which may involve complex technical hardware or software problems.
    - Complete projects by coordinating resources and timetables with user departments and IT.
    - Mentoring and training IT support staff
- Software Related Responsibilities:

- o Continually obtain knowledge, research, and provide recommendations on all company software systems, i.e. Engineering, Marketing, Accounting, CRM, CAD.
  - o Monitor server performance and perform routine maintenance including disk scanning, defragmentation, temporary file cleanup, Windows updates, patches, and software installs and upgrades.
  - o Keep full documentation of all software licenses.
- Network/Telecommunications System:
  - o Monitoring the company network infrastructure and equipment to ensure optimal performance. This includes all networking equipment (routers, firewalls, switches, etc), spam filtering appliances, DSL modems, T1 connections, and any other network devices.
  - o Responsible for Telephone System/Voice Mail/Call Tracking
  - o Responsible for Network: LAN/WAN
- Training Responsibilities:
  - o Offering users appropriate support and advice
  - o Provide training to staff for any and all software in use by the company including Microsoft Office products, Windows operating systems, MAPICS.
- Miscellaneous Responsibilities:
  - o Engage in special projects as assigned.
  - o 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.
  - o Contribute to team effort by accomplishing related results as needed.

### Desired Skills
- A bachelor's degree in information technologies or business management.
- A minimum of 2 years IBM iSeries and 3+ years of Microsoft Windows experience.
- A proven track record of leadership ability, including the management of an IT department.
- Competency in Microsoft Office Suite programs such as Word, Power Point, Excel, and Access.
- Ability to work independently with minimal supervision.
- Be available and accept being on-call 24/7 as may be required.
- Effective communication skills, (listening, verbal and written), with ability to conduct presentations in front of groups.
- Ability to work effectively with cross-functional teams including facility employees, supervisors, managers, and suppliers.

### Benefits
- 401(k) matching
- Dental insurance
- Health insurance + Health savings account
- Life insurance
- Paid time off
- Vision insurance

### How to Apply
**Click here** to download the pdf application and email it to **hr@homecrest.com**, **fax it** to **218-631-2609** with **Attention: Human Resources** or **drop it off at** our Wadena location at **1250 Homecrest Ave, Wadena, MN**.