

## **JOB OPENING ANNOUNCEMENT I.T. MANAGER**

Central California Legal Services provides high quality legal services to indigent residents across six counties in California's central San Joaquin Valley, the richest agricultural region in the country, and also the region with the highest level of concentrated poverty. CCLS is committed to legal advocacy that will change the systems that breed the poverty that lies at the root of our clients' legal problems.

CCLS staff consists of approximately 70 end users, working from three offices: a main office in downtown Fresno, and smaller offices in the cities of Merced and Visalia.

Position:	Information Technology Manager
Experience:	3-5 years in computer and software implementations + 1 year in a leadership position
Application Deadline:	Open until filled
Location:	Fresno
Term of Employment:	Permanent Full Time
Other:	FLSA Exempt
Salary Range:	\$69,492-\$82,872: DOE & Certifications

**To Apply:** Please e-mail cover letter, resume, and three references to:

Manuel Romero, Director Administration  
[mromero@centralcallegal.org](mailto:mromero@centralcallegal.org)

### **POSITION DESCRIPTION**

Our new I.T. Manager will work not only as a manager, but as a "techie" that will implement computer systems and software, working directly with our Director of Administration to oversee all I.T. (Information Technology) functions in our three program offices.

The I.T. Manager works with the Management Team to ensure that CCLS database software meets compliance requirements of CCLS funding sources, including, LSC, IOLTA and other grantors.

The I.T. Manager manages all of CCLS's technology operations and implements new I.T. systems and policies. The successful applicant will provide the functional and specialized support for the installation, maintenance, security, and integrity of the technology deployed in program offices.

The I.T. Manager must be demonstrably knowledgeable in I.T. and computer systems, including website and VoIP telephone system administration, have a solid demonstrable technical background with success in project management, and must be able to manage and motivate people. The ideal candidate will be experienced in creating and implementing I.T. policies and systems that will meet objectives.

The goal is to ensure I.T. systems and people are effective and functioning within the limits of budget, time and specifications of CCLS.

## **RESPONSIBILITIES/DUTIES**

The responsibilities of a successful I.T. Manager are many, and around the clock. Additionally, CCLS has specific duties required of the position, including but not limited to:

- Overseeing all technology operations (e.g. end user support, network and systems administration, network security, website administration)
- Overseeing the agency phone system
- Evaluating all technology operations according to established goals
- Establishing and implementing IT policies and systems to support the strategies set by senior management
- Analyzing the requirements of all departments to determine their technology needs
- Devising and establishing IT policies and systems to support the implementation of strategies set by senior management
- Working as a liaison between staff and technology vendors (e.g. Case Management System software vendor) to ensure smooth communication and support
- Analyzing the business requirements of all departments to determine their technology needs
- Recommending for purchase efficient and cost effective technological equipment and software
- Inspecting the use of technological equipment and software to ensure functionality and efficiency
- Identifying the need for upgrades, configurations or new systems and report to upper management
- Implementing upgrades upon procurement
- Coordinating third party computer scientists, technicians and other professionals who will provide guidance
- Controlling budget and reporting on expenditures
- Assisting in building relationships with vendors and creating cost-efficient contracts

## **ADDITIONAL REQUIREMENTS**

- Proven experience as IT Manager or similar role, with direct experience implementing as well as strategizing.
- Experience in analysis, implementation and evaluation of IT systems
- Experience in design and implementation of Content Management Solution-based websites and supporting components.
- Sound understanding of computer systems (hardware/software), networks etc.

- Experience in controlling information technology budget
- Excellent organizational and leadership skills
- Outstanding communication abilities
- Experience in legal services and/or large law firm a plus
- BS in computer science, engineering or relevant field; MS will be a plus
- Relevant, current, perishable Microsoft and/or CompTIA certifications a plus
- Ability to travel as needed, proof of liability and property insurance on vehicle used
- Additional duties as assigned

**SALARY/BENEFITS:** \$69,492-\$82,872: DOE & certifications; benefits include medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional dues paid by CCLS; if qualified, participation in the School Loan Reimbursement Assistance Program,

***CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply.***

**POST DATE: 3/27/2019**