
WEB JOB POSTING

Information Technology Manager

RESPONSIBILITIES:

The City of Tullahoma is seeking applicants for the position of IT Manager. This position reports directly to the City Administrator. Responsibilities include maintaining and developing the city's information system including network development, overseeing and participating in the installation and maintenance of hardware and software, monitoring system security, recommending policies and procedures, participating in the planning and budgeting of IT functions and providing technical assistance with any city social media sites or official website. This position also assists in writing specifications, estimating the cost of hardware and software and reviews bids and contracts. The IT Manager may recommend work to an IT managed services provider.

REQUIREMENTS:

A Bachelor's degree in computer science or related field is preferred. A minimum of three years' experience is required in the operation and maintenance of an information technology system including network administration. Candidates need to have knowledge of the equipment and materials used in maintaining and information systems and the ability to diagnose and alleviate system problems.

BENEFITS:

This is a full-time exempt position with benefits and a salary of \$58,274 - \$64,685, depending on qualifications.

RECRUITMENT:

Individuals interested in applying for this position can print and complete the application available on-line at www.tullahomatn.gov and include a resume with professional references. The application and resume can be submitted by:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

Email: cbrice@tullahomatn.gov

Fax: 931-455-2782

Deliver: City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

Posted: January 28, 2019

Closes: February 19, 2019