

Perform Air International Inc.
Section VI - Attachments
Att 59.15 Job Description

| Revision | Revision Date | Revision Change |
|----------|---------------|---|
| N/I | 07/31/2017 | Initial Release |
| 1 | 01/31/2019 | Revision to Immediate Supervisor title and addition of Division Manager. |
| 2 | 03/31/2021 | Revision to Grade Level, Division Manager, Immediate Supervisor and Education |
| 3 | 07/31/2021 | Revision to Title in Duties, Responsibilities and Authority |
| 4 | 10/31/2021 | Revision to Grade Level |
| 5 | 03/31/2022 | Revision to Duties, Responsibilities and Authority and Qualifications |
| 6 | 12/29/2023 | Revision to Division Manager and Immediate Supervisor |
| 7 | 09/26/2024 | <i>Revision to Qualifications</i> |

Position Title: Information Technology Manager

Grade Level: 15-1244-15

Exemption Status: Exempt

Division: Information Systems & Technology

Department: Information Technology

Division Manager: Director of Information Technology

Department Manager: Information Technology Manager

Immediate Supervisor: Director of Information Technology

Duties, Responsibilities and Authority:

The Information Technology Manager is responsible for, and has authority over, all activities of the Information Technology Department including but not limited to supervising and developing department staff, department expenses, department goals and objectives, and maintenance of department documentation. The IT Manager has responsibility for managing Help Desk requests, scheduling and monitoring system maintenance and upgrades, and tracking of Information Technology assets.

This position is responsible for the effectiveness, suitability, and review of the company's Information Technology continuity system. They are also responsible for monitoring, maintaining, reviewing, and revising a software update system sufficient to the organization's needs. This position is on call seven days per week, twenty-four hours per day in the event of a situation requiring the presence or intervention of technical support personnel.

The Information Technology Manager must have a strong independent work ethic and demonstrate the ability to take ownership of projects and systems and push them to completion. This position must have excellent oral and written communication skills for frequent interaction with colleagues, customers, and other project stakeholders.

This position works with the Training department to address information technology training issues and needs across the entire company.

This position must be able to lift 20 pounds routinely and 40 pounds occasionally.
This position may require travel, at the discretion of the immediate supervisor.

Perform Air International Inc.
Section VI - Attachments
Att 59.15 Job Description

Qualifications:

Education: *Bachelor's degree or associate degree in a relevant field, as well as one of the following:*

Experience: *At least five years' experience in Information Technology*

Training: *At least 25 hours documented training in the Information Technology Department.*