

# JOIN OUR TEAM

## WE'RE GROWING!

Are you **PASSIONATE** about creating an exceptional customer experience? Do you **CARE** about the details? Are you a team player who likes to **LEARN** new things? Do you **CRAVE** an environment of collaboration and enthusiasm? Do you believe that if something is worth doing, it's worth doing **RIGHT**? If this sounds like you, we would love to talk to you!

The IT Manager will be responsible for developing, implementing, and managing comprehensive cybersecurity strategies, while also overseeing the day-to-day operations of our IT infrastructure, and will manage a team of professionals to ensure the security, stability, and efficiency of our information systems.

### Key Essential Functions and Duties

#### Cyber Security and Compliance

- Implement and maintain a cyber security strategy to protect the organization's data and assets.
- Provides input to all activities related to the development, implementation, and maintenance of the organization's privacy policies in accordance with applicable compliance requirements, federal, and state laws.
- Recommend and manage the organization's cybersecurity infrastructure, including but not limited to firewalls, intrusion detection systems, and mobile device management systems.
- Drive Implementation of employee access levels based on position.
- Conduct company-wide cybersecurity training and increase awareness. Works with Human Resources and CISO to ensure consistent application of sanctions for training and privacy violations.
- Perform regular security assessments, vulnerability assessments, and penetration testing, report on findings and remediation.
- Implement security policies, procedures, and standards to ensure compliance with industry regulations and best practices.
- Investigate and respond to security incidents, breaches, and data loss, ensuring quick resolution and containment.

#### IT Management

- Oversees the day-to-day operations of the organization's IT systems, including servers and software applications.
- Collaborate with the Help Desk Technicians to provide timely technical support and issue resolution for end-users.
- Monitor system performance, troubleshoot problems, and ensure system availability and reliability.

- Plan and execute IT projects, including hardware and regular software upgrades, system design, network expansions, and system migrations, etc.
- Make recommendations for software and hardware solutions based on input from CISO.
- Develop and manage IT budgets and resources efficiently.

### **Team Management**

- Lead and mentor a team of IT professionals, providing guidance, support, and performance evaluations.
- Foster a collaborative work environment, ensuring that the team meets its goals and objectives.

### **Education and Experience**

- Bachelor's degree in Information System, Information Security, Computer Science, or a related field. Master's degree preferred.
- Professional certifications such as CISSP, CISM, or CISA are highly desirable.
- 7+ years' experience with extensive knowledge of IT systems, infrastructure, and best practices.
- 7+ years' experience managing and maintaining Microsoft and Linux-based environments with in-house virtual and cloud-based environments.
- Strong project management skills and the ability to lead a team effectively.
- Excellent problem-solving and communication skills.
- 5+ years' experience in information security, including risk management, compliance, and incident response.
- 3+ years' experience implementing NIST security standards, industry regulations and compliance programs preferred.
- Strong analytical and decision-making abilities.