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Part-Time Information Technology Manager

Position Overview

Maintains information technology strategies for organization and employees, researching and implementing technological strategic solutions to ensure streamlined and safeguarded work environment. Assist employees in maintaining technology and troubleshooting. Oversees management of technology contracts, trains employees as needed on new technology, ensures systems remain functioning at top capacity. Maintains a detailed knowledge of industry's best practice processes in order to keep equipment up-to-date.

Reports to

TVCDC Director of Advancement- Liz Welch

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Part-Time IT Manager.

Compensation & Benefits

Compensation: \$18.00 to \$20.00 per hour

Type of Employment: PT, hourly/non-exempt, averaging 20 hours per week

Position Location: Porcupine offices, occasional travel to Oglala and Rapid City offices

Schedule: Flexible during standard business hours, Monday-Friday 8am-5pm

Benefits: Simple IRA with up to a 3% match from TVCDC

Accrued Paid Time Off up to 80 hours per year

Up to 11 Annual Paid Holidays

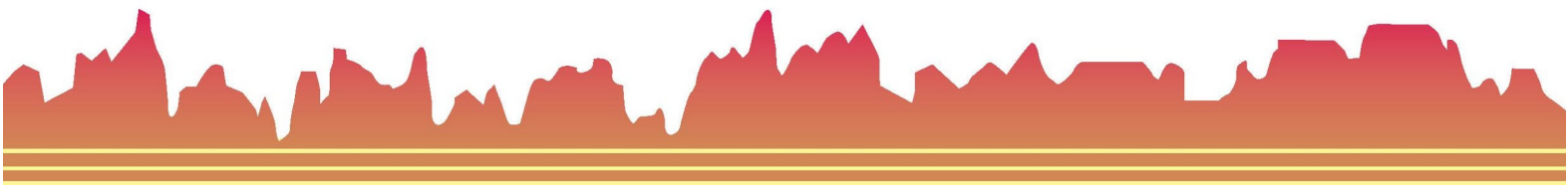
Paid Administrative leave when offices closed due to inclement weather

Essential Duties & Responsibilities

- Planning, monitoring, appraising, and maintaining organization technology to include MAC and PC computers, server, phone system, copiers, security, and additional equipment as needed.

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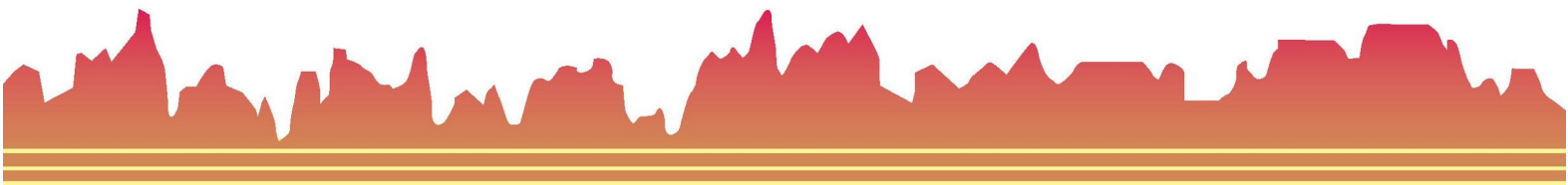
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- Coaching, counseling, and aiding employees with tech needs.
- Initiating, coordinating, and enforcing systems, policies, and procedures.
- Assist in new employee set-up/orientation and tech training.
- Maintaining a safe and secure tech work environment.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Directs technological research by studying organization goals, strategies, practices, and user projects.
- Completes projects by coordinating resources and timetables with users, and programs/managers.
- Conduct system audits of technologies implemented, making improvements or adjustments as necessary.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Manages inventory of all organization tech equipment issued to employees and on hand for as needed use.
- Ensures accessibility and functionality of computer lab.
- Manages all organization technology contracts.
- Maintains quality service by establishing and enforcing organization standards.
- 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.
- Contributes to team effort by accomplishing related results as needed

Qualifications, Knowledge, Skills

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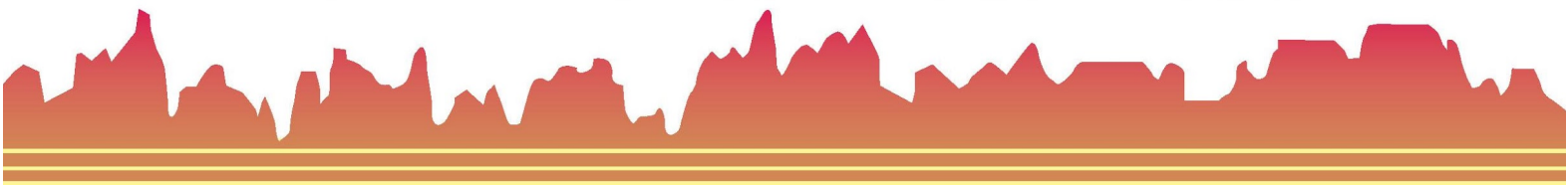
- Ability to take direction with an open mind, as well as to work independently.
- Excellent written, verbal and organizational skills.
- Excellent knowledge of materials and methods.
- Prompt attention to technology issues.
- Excellent customer service/people skills.
- Minimum of 3 years onsite IT/quality management experience, overseeing all IT systems of organization, ideally at a mid-sized non-profit.
- Minimum of 3 years leadership and strategic planning experience.
- BS in Computer Science, MIS or similar field, or equivalent work experience
- Excellent knowledge of technical management, information analysis, data governance, and of computer hardware/software systems.
- Hands-on experience with computer network administration and network installation.
- Up-to-date knowledge managing both PC and Mac computer systems, establishing a workplace network, overseeing multi-line phone system, copiers, tech equipment inventory, and any other organization needs related to technology.
- Willingness to continue learning and growing in field, maintaining up-to-date skill and knowledge necessary for the role and success of the organization.
- Ability to forecast organization IT needs, then budget, train, and implement new systems to ensure organization runs smoothly.

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The IT Manager may be required to use the computer for extensive periods of time. Must be able to travel locally. May be required to regularly lift and carry up to 50lbs and at times will need to complete work/activities in a variety of weather conditions.

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Mission Driven

Employee has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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