



# Information Technology Specialist

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## Information Technology Specialist

Reports to Chief Operating Officer

### Job Summary:

The Information Technology Specialist will plan, establish, and manage information technology (IT) projects and will serve as a liaison between the business and technical aspects of assigned projects.

### *Essential Functions*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of project.
- Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing.
- Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.
- Performs other related duties as assigned.

### *Required Skills/Abilities:*

- Organized with attention to detail.
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Thorough understanding of project management principles and planning.
- Thorough understanding of information technology procedures and practices.
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry.
- Proficient with Microsoft Office Suite or related software.
- Ability to motivate groups of people to complete a project in a timely manner.

### *Education and Experience:*

#### **Required**

- Bachelor's degree in Computer or Information Science-related field required
- At least three years of related experience required.

#### **Preferred**

- Master's Degree preferred
- At least five years of related experience required

### *Physical Requirements:*

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **Work Environment**

While performing the duties of this job, you will be working in an office.

## Position Type/Expected Hours of Work

The days of week required for this role is Monday-Friday

## FSLA

Non-Exempt

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

This is a non-management position

This is a full time position

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