



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: IT Manager

Opening Date: 06/30/2022

Closing Date: When filled

Location of Job: Pastoral Center in Portland

Position: Full-time, exempt, benefits eligible

Position Summary: The Archdiocese of Portland is expanding its team and searching for an IT Manager. This position will establish, maintain, and continually improve the IT services at the Pastoral Center. They will also be responsible for managing outsourced IT services. The manager will support employees in managing network and server infrastructure. They must also communicate IT policy, Provide IT capabilities for special projects and provide tech support/ training to employees.

Essential Functions/ Primary Responsibilities:

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. *The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.*)

- Align IT infrastructure with current and future business requirements.
- Develop and manage the IT budget, evaluate, and monitor cost schedule and technical scope baselines to meet budget requirements.
- Design, configure, implement, and maintain system security strategies, policies, and procedures in order to assure the security of the network, data, and its storage.
- Communicate, in a timely manner, with staff regarding system deficiencies, improvements, and changes.
- Manage, and own the relationship with, IT vendors
- Analyze database needs, in the transition to new systems as well as periodic reviews of the Pastoral Center service agreements and recommendations of new vendors.

- Work collaboratively with all stakeholders to ensure project completion and integrity.
- Manage any IT staff.

Qualifications:

- Bachelor's Degree in Business Management, information systems or related fields.
- Eight to Ten years of progressively responsible and relevant IT management duties.
- Practicing and faithful Catholic in full communion with Catholic Church.
- Excellent verbal (including oral presentations) and written communication skills.

Job Conditions: Work is performed in an office setting, under frequent tight deadlines. The employee is required to do extensive computer work. The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

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Please send your resume to Human Resources at hr@archdpdx.org to apply.