

**CUYAHOGA COUNTY VETERANS SERVICE COMMISSION (CCVSC)
ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY**

The Cuyahoga County Veterans Service Commission is seeking candidates for the position of IT Manager.

Jon Reiss, Executive Director
Cuyahoga County Veterans Service Commission
1849 Prospect Ave., Suite 150
Cleveland, Ohio 44115

The application portfolio shall consist of: cover letter; detailed resume; notarized CCVSC employment application; certified copies of all military discharges (DD-214); college transcripts; salary expectations; names & addresses of three (3) professional references. **Application deadline: December 9, 2022.**

SALARY: Negotiable based on experience

REQUIRED QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES:

- Bachelor degree in Information Technology or Computer Science or equivalent.
- Five years' experience in IT systems management or network administration including, but not limited to: network configuration and monitoring, VOIP systems, exchange servers, network infrastructure, lifecycle replacement, phone systems, inventory management, email, and web site management.
- Computer software including MS Office software, Windows, Windows Server, Microsoft Active Directory and anti-virus, and web protection
- Peripheral installation and support
- Fiber optics, cloud-based computing, data networks, phone systems, video productions, and email
- Development and maintenance of effective working relationships with appropriate stakeholders
- Effective oral and written communication
- Possess critical thinking skills necessary to predict IT-related problems, collect data, establish facts, and draw conclusions, recommend and implement solutions
- Completion of routine forms, accurate and concise report/records
- Effectively/efficiently respond to and resolve inquiries and complaints

PREFERRED QUALIFICATIONS:

- Knowledge of CCVSC policies and procedures; Experience in a public employer setting
- U.S. military veteran's classification as defined by O.R.C. Title 59

SUMMARY OF RESPONSIBILITIES:

- The IT Manager will be the primary computer and technology administrator for the CCVSC. The position supports all information systems and users from base level of support/implementation to management level budgeting, procurement, inventory, systems security, and staff management.