



Job Title: Information Technology (IT) Manager

Department: Information Technology

Reports To: Vice President

FLSA: Classification: Exempt

Location: 562 Franklin Rd. Suite 200 Franklin, TN37069

About Us

Public Entity Partners was created to provide insurance coverage for local governments within Tennessee. With staff experienced in local government, as well as the commercial insurance industry, we pride ourselves in providing exceptional service to our members. The vision of Public Entity Partners is to make a difference in the lives of Tennessee public entity employees and the citizens they serve. We relate to governmental entities because we collaborate with them on a daily basis, and we understand the unique challenges they face.

Job Overview

Under the VP supervision, The IT manager is responsible for coordinating, planning, and leading computer-related activities in the organization. IT manager will help determine the IT needs of our organization and is responsible for implementing computer systems to fulfill the organization's information systems requirements. The scope of the IT manager's responsibilities will vary. In some cases, the focus is solely on computer networks. In other cases, the focus can be on managing telecommunications systems and other electronic support systems related to the company operations. The IT manager is also responsible for staying up to date with new network technology and reporting this information to the executive team each quarter and working closely with other department heads to assess the growth needs and maintenance of the company's network.

Responsibilities for IT Manager

- Lead large IT projects, including the design and deployment of new IT systems and services
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
- Help define IT infrastructure strategy, architecture, and processes
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs
- Assess vendors and develop test strategies for new hardware and software
- Troubleshoot hardware and software issues related to internal IT

- Support a team environment to achieve departmental goals.



Qualifications for IT Manager

- Bachelor's degree in information technology, Computer Science, Information Systems, or a related field, or equivalent experience
- 2-5 years of experience working in IT operations
- Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Strong critical thinking and decision-making skills
- Excellent project management skills and strong ability to prioritize
- Firm grasp on IT infrastructure and operations best practices

Salary \$159,776.42

Excellent Benefits and Retirement Plan

Submit Resumes to Attn: Celeste Taylor 562 Franklin Road, Suite 200 Franklin, TN 37069 or ctaylor@pepartners.org

Resumes accepted through April 7th, 2023

Public Entity Partners is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other status protected by the law and regulations.