

Job Description: Information Technology Manager

Date Created: November 2020	Location: Detroit, MI
Reports to: Senior Information Technology Director	Department: IT
FLSA Status: Exempt	Niche: Energy Waste Reduction/Energy Efficiency

Company Overview

Walker-Miller Energy Services is a 20-year-old Detroit-based, core-values driven company committed to changing lives through energy efficiency. We create and manage customized energy waste reduction programs that help electric and gas utilities meet mandated energy savings goals.

Our experience driven philosophy of energy efficiency as economic development helps families and businesses save energy and save money. Through innovative, inclusive initiatives, we help build communities by creating local jobs, producing sustainable energy savings for all rate payers, and spurring the growth of diverse local businesses.

Our operating philosophy is reflected in our core values. We refer to them as B-Hive.

- B - Boldly Go
- H - Humble Confidence
- I - Inclusive Stewardship
- V - Value Reputation
- E - Extraordinary Experience

Position Summary

The IT Manager position is responsible for working with the Senior Director of Information Technology to develop systems and expand the technology of Walker-Miller through development and usage of growth plans to enhance or create new systems. Assist in annual and specific project budget creation. Manage IT staff and keeping the Walker-Miller executive team up to date on the latest advances in technology that could help the company grow and succeed. In this role you will research and recommend systems and platforms that help Walker-Miller move as a technology forward Energy Efficiency company that is ready to embark on future growth. Recommend and implement systems and networks in a cost-effective way to meet these future needs. This position accomplishes this through a respectful, constructive and energetic style, that exhibits our core values.

Essential Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Embrace and operate within the core values
- Lead and help develop team members based on a core values driven culture that encourages top performance with compassion
- Recommend innovative and cost-effective strategies to enhance the systems and networks
- Monitor changing network technology and recommend updates to the Senior Director of IT each quarter.

- Acts as a Business Analyst that will be responsible for bridging the gap between IT and the business using data analytics to access processes, determine requirements and deliver data-driven recommendations to improve processes
- in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and propose strategic solutions
- Audit systems and recommend reporting strategies for security and information governance
- Coordinating project team members and developing schedules and individual responsibilities
- Implementing IT strategies that help deliver projects on schedule and within budget
- Using project management tools to track project performance and schedule adherence

Education and Experience

- Bachelor' Degree in Information Technology, Computer Science or related field
- 5+ years' experience in information technology management
- Comprehensive understanding of network architecture and client/server technology
- Software development abilities preferred
- Cyber and Information Security abilities preferred
- Strong problem solving and communication skills required

Required Knowledge, Skills and Abilities:

- Project management and business analyst skills (PMP, CSSBB)
- Strong written and verbal communication skills to coordinate with team member and management and explain technical issues
- Analytical and problem-solving skills to handle any issues that occur during project completion
- Organization and time management skills to keep projects on track and within budget
- Excellent resource planning and task scheduling skills

Physical Demands and Work Environment

- Required to sit, stand, walk; talk and hear
- Ability to lift to 10 pounds
- Noise level is typically moderate

Note: The physical demand and work environment characteristics described here are representative of those 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.

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The above information describes the general duties and requirements necessary to perform the principle functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary in this position.

Walker-Miller Energy Services, is an Equal Opportunity Employer