

# Information Technology System Manager

**Job Announcement #: YLC-10-098**

**Re-Advertised**

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**Job Opens: 8/25/10**

**Report To: Assistant ITS Director**

**Gaming License Required: Class III A.**

**Starting Salary: \$46,144.00 (DOE)**

**Job Closed: 9/2/10**

**Department: ITS**

**Positions: 01**

**FLSA: Exempt**

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**JOB SUMMARY:** Responsible for providing the introduction, support and periodic upgrading of equipment and Information Technology System projects required to support operations.

**EXTENT OF JOB AUTHORITY:** Responsible for support and documentation of casino information System hardware and Video Gaming Device systems.

**MINIMUM EDUCATION REQUIRED FOR POSITION:** High school diploma or GED required. BSCS or equivalent Vocational Technical School, Certified network Systems Operations. Three (3) years supervisory experience required.

**PHYSICAL REQUIREMENTS:** Manual dexterity for operation of computer and routine paperwork. Ability to sit, bend, crawl and access awkward areas. Able to stand, carry and install equipment, and lift up to 50 lbs.

**SPECIFIC SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED FOR POSITION:**

Experience in installation and maintenance of ITS/VGD systems. Ability to handle electrical problems and network issues. All technical and physical maintenance applications as pertain to ITS/VGD systems. AUTO-CAD Operator and Design layouts, Network Design and Layouts, Cooperative office spirit.

**SPECIFIC DUTIES PERFORMED:**

1. Manages effectively with ITS personnel regarding network issues.
2. Responsible for working with and assisting ITS/VGD department heads and operations management in applying technology in a manner that provides creative, cost effective improvements to operations.
3. Maintain hardware, recommending changes to systems as the need requires to ensure effective, competitive offerings for casino customers.
4. Communicate regularly with ITS/VGD department head and management to exchange ideas and improve effectiveness.
5. Direct the training of operating personnel on the use of casino systems to ensure overall operating efficiency assisting in the attainment of operational goals and objectives.
6. Establish and manage a maintenance program for the network hardware to minimize breakdowns and for recovery of systems in the shortest possible time.
7. Responsible for the creation of training materials and testing ITS/VGD staff for effective assimilation of materials and applications.

8. Ability to administer progressive disciplinary actions and recognition to subordinates, in accordance with Departmental and Casino policy.
9. Responsible for scheduling, leave approval and daily operations of the ITS Department.
10. Performs other job related duties as assigned.