

Order Number:

NY1477032

Date Job Order Received:

09/14/2023

Number of Openings:

1

Company Name:

Cornell Cooperative Extension Association of Jefferson County

Job Title:

SBN Lead IT Manager

Minimum Experience Required:

2 years

Job Description:

Title of Position: SBN Lead IT Manager Details of Position: F/T, 40 hrs/wk, \$65,000 to 75,000/salary
Location of Position: CCE Jefferson County, 203 N. Hamilton St., Watertown About the Position: This position will serve as the SBN IT Lead Manager for Cornell Cooperative Extension Association of Jefferson County, and will provide high level leadership, direction and management of the Information Technology (IT) operations for the expanded Shared Business Network (SBN) Administrative Hub in the Central and Northern Regions. This position will develop and maintain effective working relationships among SBN staff, including IT Administrators and Executive Directors across the Central and North regions, and will work in conjunction with Cornell Cooperative Extension Administration IT and other SBN IT Leads from across the state to lead the technology operations locally, regionally and state-wide. This position will exercise a high level of professional judgement, discretion and confidentiality in leading the regional IT operations and initiatives. Responsibilities of this position include, but are not limited to: develop direction and strategy for the regional IT function across the Central and Northern Region; facilitate IT policy and procedures management driven by compliance requirements and/or local/regional/state wide need; and provide leadership and management for creating a communication strategy to support IT Representatives and Executive Directors in performing IT functions. This position will provide high-level IT expertise, management and IT systems support and will provide reports and system auditing across the regions to ensure appropriate system use and data integrity. This position will be responsible for identifying IT training needs across the regions, and for developing a regional strategy and training plan to address those identified needs. This position will attend all system meetings and trainings (i.e. IT Lead calls, system conferences) as identified to maintain the high level of knowledge and expertise in all Information Technology functions. This position is eligible for remote work, which allows the incumbent to work in an off site work location(s). Required Qualifications: Bachelors Degree in Information Technology or a related area or Equivalent Education (Associates Degree in Information Technology or a related area and 2 years of program/functional experience). Three (3) to five (5) years of related experience and success in those years of experience must be demonstrated. Experience must include network interface and administration, operations and software training, security systems, hardware installation and upgrades, and evidence of readily adapting to new technologies and upgrades. Knowledge of all current IT systems. Valid NYS Drivers License and the ability to meet travel requirements associated with this position. Ability to work flexible hours, which may include evenings and/or weekends, as needed. Excellent benefits package upon employment and based on eligibility, to include, but not limited to: New York State Health Insurance Program; dental insurance; New York State Employee Retirement System; vacation, personal and sick leave; etc. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply. Attention Applicants: Please be aware of the following If you are employed by a government or not for profit organization, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness

(PSLF) Program. PSLF forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full time for a qualifying employer. All Applicants must apply online to be considered for this position by October 15, 2023.

www.ccejefferson.org and click on jobs. EOE/ADA Employer

Job Location:

Watertown, New York

Pay:

\$65,000.00 - \$75,000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Work days vary

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Pearson, Jane (315) 788-8450

Email: jep347@cornell.edu

Web-site: <http://www.ccejefferson.org>