

## THE BREATHING ASSOCIATION

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Position Title:           Manager, IT and Systems Analyst  
Reports to:               CFOO

### Organization Overview

For more than a century The Breathing Association has met the lung health needs of central Ohioans. As lung health issues are identified The Breathing Association creates and delivers programs to support the community and its most venerable and otherwise unserved members. Communicable respiratory diseases that impact the entire population, such as tuberculosis epidemic that led to our founding and the SARS and COVID epidemics more recently, are of utmost priority. Our Lung Health programs include the lung health clinic and mobile medical unit, and our outreach and tobacco cessation programs. In addition, The Breathing Association connects medically vulnerable, energy insecure residents with resources to help them remain warm in the winter and cool in the summer. Our vision *Better Breathing for Better Lives* makes it possible for central Ohioans to breathe easier.

### Overview of Responsibilities

We are looking for an IT manager to be responsible and accountable for the smooth running of our computer systems within the limits of requirements, specifications, costs, and timelines. You will supervise the implementation and maintenance of our company's computing needs as well as the management of company data. The successful candidate will have improved skills, a proven professional experience, and a detailed knowledge of industry's best practice processes.

Service Delivery and Accountability:

### Essential Position Requirements

- Manage information technology and computer systems
- Plan, organize, control, and evaluate IT and electronic data operations
- Design, develop, implement, and coordinate systems, policies, and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness
- Develop system to consolidate program data from multiple sources
- Implement Microsoft cloud products to replace on-site server
- Develop ticket system for IT issues
- Creating and implementing efficient system workflows, reporting and data analysis

### Qualifications

- Proven working experience as an IT manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Expertise in data center management and data governance
- Hands-on experience with computer networks, network administration and network installation
- Ability to manage personnel
- BS in Computer Science, MIS, or similar field

The Breathing Association is an equal employment opportunity employer. Employment decisions are based on merit, qualifications, and competence, and employment decisions are made in accordance with applicable state and federal laws and without regard to the race, color, age, sex, sexual orientation, religion, national origin, disability, or veteran status of any employee or applicant. This policy governs all areas of employment, including hiring, promotion, assignment, and corrective action.

Qualified individuals with a known disability will be granted reasonable accommodations required by law that do not impose an undue hardship upon The Breathing Association or pose a direct threat to the health or safety of the individual or others. Any employee who requires an accommodation to perform the essential functions of his or her job should contact the Manager to request such an accommodation.

This Policy is aided by our commitment to communication: any employee who has any concerns arising under this policy should contact his or her manager immediately.