



Information Technology (IT) Manager

Options for Community Living is seeking an Information Technology Manager. This position will be responsible for direction, implementation, and management of all network systems at the organization while supervising other engineers and helpdesk personnel.

Responsibilities

Candidates must possess strong leadership skills and will oversee and participate in all aspects of network management. The position will collaborate with senior leadership in all areas of business, clinical, and financial systems in order to understand technology and application road maps for the organization.

- Lead and manage strategic network planning to achieve business goals, balance costs and maintain security in corroboration with organizational leadership.
- Act as lead engineer in designing/implementing/maintaining current and future network architecture included servers, active-directory, switches, firewalls, cabling, and network IDF/MDFs.
- Act as information technology security lead and working in coordination with HIPAA Security Officer to help ensure organization is meeting regulatory requirements (HIPAA) and following best-practice methodology.
- Work with HIPAA Security Officer to create/maintain organizational IT policies including technology, business continuity and computer user usage.
- Prioritize network initiatives and coordinate the evaluation, deployment, and implementation of current and future network technologies.
- Research, strategize, and budget so the current environment meets business needs while ensuring the network can also support new/enhanced technology.
- Create/review/delegate electronic network documentation including inventories and network topology design.
- Promote a culture of continuous quality improvement within the department and provide feedback to administration.
- Effectively coordinate and supervise staff to provide appropriate support levels at all times.
- Participate in all aspects of hands-on implementation, management and support of network infrastructure.
- Participate in assisting employees and helpdesk functions when needed.
- Provide escalated Level-2 network infrastructure support to other engineers when needed.
- Additional relevant duties as assigned.

Minimum Qualifications and Requirements

- Bachelor's Degree in related area.
- A minimum of five years' experience in the field of network administration.
- Thorough understanding and experience in network and security best practices related to Microsoft server and desktop operating systems, wired/wireless infrastructure, and related protocols.
- Experience in design/implementation/maintaining network infrastructure systems (switches, firewalls, and servers) in organization with over 100 desktops/end-clients.
- Strong, strategic thinking and analytical skills.
- Strong written and verbal skills along with ability to communicate effectively with leadership, IT staff, vendors, and employees.

- Solid project management experience and ability to balance/prioritize daily tasks with projects.
- High degree of confidentiality, maturity, tactfulness and ethics.

Preferred Qualifications

- Bachelor's Degree in Information Technology or Computer Science.
- Achievement of Information Technology certifications (Microsoft, Cisco, HP, ISC², etc.).
- Proven Experience in healthcare or similar organization and size (200 employees).
- Working experience with HIPAA, NYS ITS policies, security frameworks such as NIST, ISO, HiTrust, etc.
- Working experience using any/all technologies:
 - Microsoft Server 2012-2019 & Hyper-V
 - Microsoft AD, DHCP, DNS, NTFS, GPO, IIS, Powershell, WSUS
 - Server hardware
 - Wired Infrastructure (L3 switching, VLANs, STP, PoE, etc.)
 - VoIP & QoS
 - Wireless 802.11N/AC/AX
 - MDM (Mobile Device Management)
 - Office 365 e-mail, Sharepoint and Azure back-end
 - Security technologies including Firewalls, VPN, MFA, end-point clients
 - Monitoring tools (Syslog, SNMP, WMI, etc.)
- Experience managing other IT personnel effectively.
- Graduate or higher educational degree.
- Additional length of experience in field.

Work Schedule

Monday – Friday: 8:00 AM – 4:00 PM

Benefits

Full-time Employees are eligible for:

- Medical, Vision and Dental Insurance
- Tuition Assistance
- Flexible Spending Account
- 403(b) retirement plan with employer match
- Long Term Disability
- Short Term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly

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Fax your resume to: **(631) 361-7087**

E-mail your resume to: jobs@optionscl.org

For more information, call **(631) 361-9020 ext. 1105**