

**CHILD & FAMILY RESOURCES, INC.**  
2800 East Broadway Boulevard  
Tucson, Arizona 85716  
(520) 881-8940

**JOB TITLE:** I.T.Network Manager

**SALARY:** Salary DOE;

**BENEFITS:** 37½ hours per week. 7½ hours vacation leave per month; 7½ hours sick leave per month; 22½ hours personal leave per year; 11 paid holidays; group health insurance for employee; retirement plan; dependent health insurance, dental insurance and dependent child care benefits available.

**POSITION:** Responsible for development and maintenance of statewide computer network. This individual coordinates & participates in software development, project management, and website maintenance. This position is responsible for systems support including hardware/software installations, training, and maintenance. Supervised by the Chief Financial Officer.

**RESPONSIBILITIES:**

- Purchase, install and maintain IT hardware including NT servers, routers and networks in all seven Child & Family Resources offices
- Supervise purchase and use of software and hardware statewide
- Maintain internal and external websites
- Analyze IT needs and research priorities for feasibility studies, systems design and implementation to develop new and/or modify the Agency's networked systems.
- Design and manage internal networks, wide area networks and external (Internet) access; typically includes Windows XP and 2000 Intel based servers/workstations, and router configurations.
- Install and maintain Web servers, including troubleshooting and securing the sites against external intrusion
- Design and maintain workstation configurations; establish configurations for networked computers, servers, and routing equipment, including hardware, operating system, and application software.
- Maintain security and virus protection; secure network from external and internal threats from unauthorized users and viruses, by configuring access control, intrusion detections, and virus scanning software.
- Coordinate computer training in basic use of network and software applications
- Purchase, install and maintain audio/visual systems of Child & Family Resources offices
- Provide support to Program Directors on special projects and activities
- Provide staff with technical assistance
- Maintain Agencywide database
- Supervise the Desktop Administrator
- Participate in Continuous Quality Improvement activities
- Perform other duties as assigned

**REQUIREMENTS:**

- Must have B.S. in M.I.S., or related field or 5 years experience in the IT field
- Must be able to write and develop informational/educational materials, and meet timelines, and schedules
- Must be organized and able to work on multiple projects simultaneously
- Must be able to communicate accurately, tactfully and pleasantly

*Any offer of employment is contingent upon drug test.*

04/05