

Date completed/revised: DD/MM/YYYY

Position Details

Title	IT Manager
Reports To	Insert title, not individual's name
Department	IT
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable



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- c. Directs technological research by studying Company goals, strategies and practices.
- d. Designs workshops and training programs for staff.
- e. Identifies and acts on opportunities to update and improve software and systems.
- f. Oversees and determines timeframes for major IT projects such as system.
- g. Runs and shares regular operation system reports with senior staff.
- h. Conducts regular system audits.
- i. Manages and reports on allocation of IT budget.
- j. Identifies opportunities for team training and skill advancement.
- k. Provides direction for IT team members.

2. Staff Management Example 20%

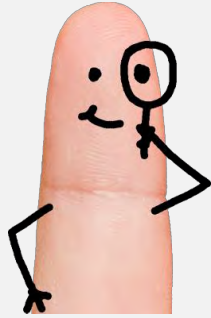
- a. Hires, motivates, develops, and manages performance of a diverse workforce, in line with Company values and goals.
- b. Ensures high performers are retained.
- c. Motivates, coaches, and develops staff to ensure the best results.
- d. Manages performance and non-performance.
- e. Supports diversity and encourages innovation.
- f. Delegates effectively.
- g. Resolves conflict.
- h. Provides a work environment conducive to achievement and growth.
- i. Manages budgets, resources, and projects.
- j. Celebrates and rewards success.

3. Insert high-level responsibility Example 20%

- a. List key tasks associated with that responsibility
- b.
- c.
- d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Software architecture	x		



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- ◆ Ensures high performers are retained.
- ◆ Motivates, coaches, and develops staff to ensure the best results.
- ◆ Manages performance and non-performance.
- ◆ Supports diversity and encourages innovation.
- ◆ Delegates effectively.
- ◆ Resolves conflict.
- ◆ Provides a work environment conducive to achievement and growth.
- ◆ Manages budgets, resources, and projects.
- ◆ Celebrates and rewards success.

DECISION MAKING

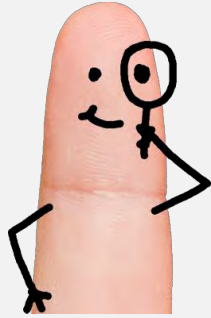
- ◆ Identifies purposes and objectives, assesses situations, and makes decisions while exhibiting judgment and a realistic understanding of issues.
- ◆ When appropriate, involves others in the process.
- ◆ Uses reason even when dealing with emotional topics.
- ◆ Provides rationale for decision. Evaluates results.

PLANNING / ORGANIZATION SKILLS / TIME MANAGEMENT

- ◆ Establishes a realistic and systematic course of action for self and others to accomplish a specific goal.
- ◆ Sets the right priorities.
- ◆ Utilizes planning and/or time management tools.
- ◆ Monitors progress and makes necessary corrections.
- ◆ Controls interruptions.
- ◆ Accomplishes work in a timely manner.

COMMUNICATION

- ◆ Communicates in a clear, concise, and timely manner.
- ◆ Uses effective tools and techniques to communicate information internally and externally.
- ◆ Is sensitive to the communication levels required by varied audiences, and is able to adapt accordingly.
- ◆ Listens actively.



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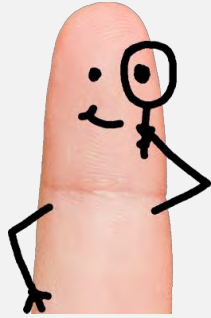
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Other/Comments

Insert any additional information here, if required. Delete this section if not needed.

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