

POSITION AVAILABLE

Daniel Boone Community Action Agency, Inc. (DBCAA) is seeking a qualified candidate to fill its **IT Systems and Security Manager** position in the Clay County office.

Position Summary: The IT Systems and Security Manager position is a full-time, hourly position. This position is primarily responsible for overseeing the organization's entire IT infrastructure, including servers, operating systems, hardware, software, etc. This role ensures the functionality, security, and efficiency of all technical operations, while providing technical support to staff. The manager also leads cybersecurity efforts to protect the organization's digital assets and ensures compliance with best practices and security protocols.

Job Duties and Details:

- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including telecommunications, servers, operating systems, hardware, software, security systems, and peripherals.
- Responsible for overseeing the security and integrity of the organization's IT infrastructure, including networking systems, email accounts, software applications, and all technology-related operations. This includes ensuring robust cybersecurity protocols, monitoring network performance, and maintaining secure and efficient use of all IT systems across the organization.
- Oversee technical support services.
- Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- Keep current with the latest technologies.
- Practice asset management for IT hardware, software, and equipment.
- Provide training and ongoing support to staff on cybersecurity best practices to strengthen overall organizational cybersecurity awareness.
- Manage and maintain the agency's social media accounts.
- Other duties as assigned.

Minimum Applicant Qualifications:

- Bachelor's Degree in Computer Science or a related field is preferred, but equivalent experience in lieu of a degree will be considered.
- Two years of experience in computer operations and cybersecurity preferred.
- Microsoft certifications preferred.
- Strong technical knowledge of telecommunications, network, and PC operating systems.
- Valid driver's license, travel will be required.
- Ability to lift up to 50 pounds.

Benefit Package:

- Health Insurance
- Dental Insurance
- Life Insurance
- Kentucky Public Pensions Authority (KPPA) retirement system
- Paid time off including holidays, personal & sick leave

Wage Rate:

Negotiable based on experience and education.

Application Process:

Qualified applicants may submit an application by 4:30 PM EST, August 30, 2024 by email to info@danielboonecaa.org or drop off in person, or by mail to Attn: Human Resources, Daniel Boone CAA, Inc., 1535 Shamrock Road, Manchester, KY 40962.

For an application, please visit our website at https://danielboonecaa.org/wp-content/uploads/dbcaa_job_application.pdf, call DBCAA Human Resources at (606) 598-5127, email info@danielboonecaa.org, or stop by one of our locations.

Daniel Boone CAA, Inc. does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, veteran status, genetic information, marital status, retaliation, citizenship, sexual orientation, familial status, or any other legally protected characteristic.

An Equal Opportunity Employer

