



IT Manager Job Announcement

Do you want to have autonomy and lead IT services for one of the largest nonprofits in Durango **and** make a difference for kids and families? Tri-County Head Start is seeking an innovative and experienced Full-Time **IT Manager** who understands the importance of focusing on the user.

This position performs the duties involved in computer technical support. Responsible for computer setup and configuration, hardware and software troubleshooting, networking communication, inventory procedures, and communication with vendors for product research and support. Maintains performance, integrity and security of the database and electronic files.

The ideal candidate has strong and effective analytical and problem-solving skills, the ability to multitask in a fast-paced environment, excellent communication skills, attention to detail, organization, and the ability to prioritize effectively.

Minimum Requirements: Associate's degree (AA) in Information Technology; or three years related experience and/or training; or equivalent combination of education and experience.

Salary/Benefits: Annual salary range \$36,940.80 to \$43,846.40; based on education and experience. Benefits include a Minimum Essential Coverage plan with employee's cost paid for by TCHS and option to enroll dependents. There is an option to buy up into another limited medical plan with payroll deductions bi-weekly. Health benefits along with Dental, Vision and Aflac are available for enrollment on the 1st of the month following 60 days of employment. Additional benefits include sick, personal and annual leave. Option to sign up for a 401 (b) plan after one year of employment.

To apply please send cover letter, resume, reference letters and unofficial transcripts to Mandy Zientara, Human Resources Manager at mandyc@tchs4c.org.

Durango 4C Council/Tri-County Head Start is an Equal Opportunity Employer.