POSITION TITLE: MANAGER OF INFORMATION TECHNOLOGIES

POSITION OVERVIEW: This position oversees technical management of information, computer networks and software systems, ensuring efficient and effective operation throughout the company.

DESIRED SKILLS, EDUCATION, EXPERIENCE: Must have a detailed knowledge of information technologies, a bachelor's degree in computer science, information science or a closely related field or and/or relevant work experience with information technologies or closely related fields. Must have a proven track record of effective technical management, information analysis, and a thorough understanding of computer hardware and software systems. Excellent interpersonal and communication skills required for this job. Strong problem-solving and project management skills required.

RESPONSIBILITIES:
- Develop new network troubleshooting strategies to help reduce downtime and decrease maintenance costs.
- Evaluation of risks to Information technologies and development of a network disaster recovery plan and backup procedures.
- Strategies for upgrading company network systems / software as upgrades become available.
- Developing, implementing and maintaining a functional company network.
- Remaining up to date with new network technologies and presenting to the Leadership team for strategizing, improvement and possible implementation.
- Maintain budgets and expenses in GL accounts, overseeing the annual IT budget for maximum cost-effectiveness.
- Monitor daily operations, including server hardware, software and operating systems.
- Coordinate technology installations, upgrades and maintenance.
- Software Management
  - Intellidealer
    - Access,
    - Troubleshooting
    - Green Screen Activities (update price tapes, Amax refresh, Table changes, printers, scheduler user)
  - NIghtly Backups set up
  - Interfaces
    - Work with OEM and CDK as needed to create and maintain interface connections (Agco, Case NH, Payment cards [Signature Pads])
  - Permissions
  - Invoice reconciliation

- Microsoft Office
  - 2007 Version
    - Program load and maintenance
  - 365 Licensing
    - 20 licenses; management and assignment
  - Invoice reconciliation
- Adobe
  - Adobe Reader and Full versions
    - Maintain Adobe accounts and licensing for Adobe Pro DC and Adobe Standard DC
- VPN (remote access for Intellidealer)
  - Midrivers (Global project management)
- Efax
  - Setup and administration
  - Invoice reconciliation
- Network
  - MidRivers Network provider for Montana locations
    - Provide INternet and switches in each location
    - Troubleshooting
    - Invoice reconciliation
- CDK Network
  - Access from GTF and BLG to our CDK cloud server
- Verizon Business internet
  - Powell location
- Starlink
  - Powell backup network
- Unify (Wireless software for all locations)(TLLC responsibility)

- Web related
  - Dealer Spike website
    - Admin on current torgerson.biz website (updates all DOW, employment opportunities, pictures and news options, employee picture page)
    - SEO Management
    - SEM Management
    - Monthly meetings discussing SEO/SEM
- TractorHouse
  - Admin when issues with equipment
    - Support Branch Admins when they have issues or questions
  - DAILY DOWNLOAD OF EQUIPEMENT
    - DOWNLOAD SPREADSHEET AND EMAIL TO DEALER SPIKE
- GoDaddy Domains
  - Torgerson.biz
  - Heftyseedmt.com
  - 406Agronomy.com
    - Website (406 Agronomy)
  - 5Gen.com
  - Domain name registry
- Google My Business
  - Manage information is correct

- ■ Manage new locations

EMPLOYEE / VENDOR INTERACTION:
- Interactions and communication with employees that helps develop employee performance and contributes to company morale that results in a meaningful and productive work environment.
- Effectively coach and teach employees in the information technologies process to ensure a lasting employer/employee relationship.
- Provide training and personal development opportunities to improve information technologies knowledge, self-esteem and longevity within the organizational structure.
- Foster strong working relations with other departments, locations and management within the organization.
- Inform management of existing or potential software / service problems.