# SENIOR IT MANAGER

**CAMP OTX**

Camp OTX is looking for a full-time Senior IT Manager. The Senior IT Manager will spend most of the year in Houston, TX, while serving on site at Camp OTX for the summer months.

Camp OTX is a non-denominational Christian summer camp located in Bandera, Texas. While our time to shine is often seen as the summer months, we seek to engage our camper, parent, and staff populations meaningful, relevant ways throughout the year.

## Ideal Candidate Profile

- ☐ Bachelor's degree in Information Technology, Computer Science, or a related field (preferred)
- ☐ Strong knowledge of computer hardware, software, and networking
- ☐ Excellent problem-solving and troubleshooting skills
- ☐ Has demonstrable leadership experience and enjoys leading a team which seeks to fulfill a larger mission
- ☐ Is motivated to constantly elevate their skill set and expand their capabilities
- ☐ Is able and willing to spend the summer months (May to mid-August) living at the camp facility, located in Bandera, Texas
- ☐ Is able and willing to work beyond a traditional 40-hour week during the summer months.

## Job Responsibilities

- ☐ Maintain and support the camp's computer systems, networks, and servers, ensuring optimal performance and security
- ☐ Troubleshoot hardware and software issues, providing technical assistance and training to employees
- ☐ Implement data backup and recovery procedures to safeguard camp-related information
- ☐ Manage data storage and organization, ensuring data integrity and accessibility
- ☐ Maintain and secure the camp's network infrastructure, including wired and wireless connections
- ☐ Manage internet access and bandwidth to support camp operations
- ☐ Oversee software installations and updates, including camp management software, office applications, and other relevant software
- ☐ Manage camp IT equipment, including computers, printers, tablets, and other devices
- ☐ Assist in preparation and management of the camp's IT budget
- ☐ Monitor and control IT-related expenses, including equipment purchases, software licenses, and maintenance contracts
- ☐ Liase with IT vendors and service providers to ensure timely delivery of services and support
- ☐ Negotiate contracts and service agreements to optimize camp IT operations
- ☐ Maintain accurate records of IT-related activities, expenses, and system configurations
- ☐ Generate reports for camp management and stakeholders as required