

Job Title: IT Manager

Job Location: Berthoud, CO

Compensation: Competitive Base Salary, Bonus, and Excellent Benefits

Sun Mountain, Inc., an industry-leading manufacturer of custom wood doors and other architectural millwork products, is seeking a broad-skilled Information Technology Manager to work at the company's Headquarters/Factory location in Berthoud, Colorado (near Loveland).

The IT Manager administers and maintains all IT systems for the company (including PC and network systems). The position is the company network administrator (Linux/Windows Server/VMWare virtual server environment) and database administrator (SQL Server environment). The IT Manager is the company programmer for Visual Basic, VBScripting, and command batch file programming. The position is the company's report writer (Crystal Reports).

The IT Manager supports IT operations at all company locations. This position provides hands-on support for hardware, software, and network issues. The position is responsible for the purchase, installation, and life-cycle maintenance of PCs, servers, LAN equipment, firewalls, wireless, and backup systems.

Essential Duties and Responsibilities:

- Administers the company network.
- Maintains and optimizes company SQL databases.
- Writes custom programs.
- Writes reports (Crystal Reports).
- Responsible for local inventory maintenance and software license management.
- Maintains systems documentation, such as operating manuals.
- Manages network and operating system security compliance.
- Responsible for procurement, installation and life-cycle maintenance of IT hardware and software (includes PCs, peripherals, servers, networking equipment, backup systems, operating systems and other software).
- Provides new staff with PC/account setup and orientation.
- Provides technical support (server, network, PC equipment, software failure).
- Performs complex software/hardware troubleshooting, patches, and re-installations.
- Provides consulting/training/education services such as data management and staff training/orientation for standard systems.
- Provides IT portion of new office setups, office expansions, etc. This includes installation of voice/data communications solutions, network, and PC equipment.
- Manages third party IT support, as needed.
- Performs duties associated with IT project-based activities.
- Participates in the identification, development, and communication of new technology standards and best practices, as appropriate.
- Participates in strategic budgeting for company IT.
- Manages backup systems and completes data backups.
- Provides and manages disaster recovery/business continuity planning.

Education and Experience:

- Bachelor's degree and at least 5 years of related experience or equivalent combination of education and experience.

Qualifications:

- Intermediate skills in Visual Basic, VBScripting, and command batch file programming.
- Demonstrated experience with standard PC software applications and operating systems including MS Office, Windows.
- Working knowledge of network administration (Linux/Windows Server), including Active Directory.
- Virtual Server knowledge (VMWare).
- Database management skills, knowledge of SQL queries.
- Report writing (Crystal Reports).
- Ability to manipulate, analyze, and interpret data.
- Familiarity with support and troubleshooting of personal computers, servers, network systems, etc.
- Strong customer service orientation and communication skills, both written and oral.

Benefits:

Benefits include medical, dental, vision, life insurance, short term disability insurance, 401(k) with company match, paid leave, and paid holidays.

To Apply:

E-mail résumé and cover letter to careers@sunmountaindoor.com. No phone calls, please. No recruiters or outside agencies.