IT-Security Manager

POSITION SUMMARY:
Provides support for a wide range of technical issues relating to the hotel's information technology systems. Oversee all areas of security department.

ESSENTIAL JOB FUNCTIONS:
1. Investigates, analyzes and evaluates hardware and software of both existing and emerging personal computer systems.
2. Perform troubleshooting of issues relating to hardware, operating systems and applications.
3. Diagnoses hardware failures and expeditiously makes repairs
4. Monitor computer processing systems and upgrade systems as needed
5. Install software and perform tests on computer equipment and programs.
6. Participates in the design, development and maintenance of company's computer network.
7. Analyzes company network to ensure the proper hardware and software are used for optimal operations.
8. Develops systems to monitor and maintain the efficiency of the computer network, and takes necessary action to correct problems with minimal delay.
9. Provides training in the use of the network to personnel in various departments.
10. Build, configure and install new computers.
11. Maintain & organize inventory of commonly used spare parts.
12. Diagnose and resolve common issues with hotel TV settings, cable boxes, and related equipment.
13. Diagnose and resolve common issues with ballroom projection system and related Audio/Video equipment.
14. Manage shuttle runs during daytime business hours.
15. Oversee all areas of security department including managing security personnel and assigning duties.
16. Performs related work as required and assigned.

JOB QUALIFICATIONS:
1. Two years of college level computer science or related field or professional qualifications.
2. Extensive knowledge of PC and related peripherals hardware and operation.
3. Knowledge of various existing computer network systems, their components, functions and capabilities.
4. Working familiarity with Windows Server Operating Systems version 2012 or later.
5. Ability to design and maintain computer network systems utilizing existing materials.
6. Ability to communicate effectively in oral and written form.
7. Ability to work independently and continuously for long periods of time.
8. Valid Driver's license with no major infractions

GROOMING:
1. All employees must maintain a neat, clean and well-groomed appearance.
2. Uniform shirts for this position will be provided

PHYSICAL REQUIREMENTS
1. Standing, walking on various surfaces
2. Bending, twisting, lifting, pushing and pulling, kneeling and grasping
3. Reaching overhead, stocking supplies
4. Occasionally required to lift 30lbs

ENVIRONMENTAL SETTINGS
1. Safety requirements, adhere to company property and department safety standards & procedures at all times.
2. Operation of equipment and tools