

## **Position Description**

### **Information Technologies Manager**

**Title:** Information Technologies Manager  
**Department(s):** Information Technologies  
**Reports to:** Technical Director of Information Technologies/Principal  
**Contact:** Ms. Gail Benkovic – 610.935.5577

#### **Job Summary**

This is an outstanding position for an individual to become an integral part of a highly respected niche Valley Forge, Pennsylvania,- based environmental consulting firm. The selected professional for this Principal-track position will exercise independent judgment in day-to-day responsibilities to advance the firm's client assignments and assist the Technical Director in acquiring new assignments. This professional position will require occasional overnight travel to attend and direct client meetings and presentations.

#### **Essential Job Functions**

- Meet with current and new clients and prepare new project proposals.
- Provide solution training, demonstrations, and presentations to clients.
- Perform relationship building with existing and prospective clients.
- Participate in marketing efforts.
- Train and develop staff.
- Project budget development, management, and analysis.
- Manage and direct staff, including hiring and employee-company-client relationships.
- Possess a strong interest in proactively helping clients solve problems.

#### **Minimum Requirements**

- B.S. degree or higher in an environmental discipline, Computer Science, Database Management, or GIS.
- 10 years of environmental data management experience.
- Experience with the following software - Enterprise-level environmental Data Management systems - EQulS required, Oracle; MS SQL Server, ESRI products; Hyperion; MS Access; Visual Basic; MS Office;
- Technical IT background - emphasis on relational database, GIS, and web delivery.

#### **Skills and Abilities**

- High motivated, energetic "seller-doer" personality.
- Project planning and management skills.
- Ability to interact with multiple clients.
- Detail-oriented and the ability to work independently.
- Excellent communication skills, both written and oral.