

IT Manager

Position Overview

CIBHS is seeking an experienced IT Manager to oversee and maintain our technology infrastructure. This role will ensure the security, efficiency, and reliability of our IT systems while providing hands-on support and managing key IT projects. The IT Manager will supervise an IT Specialist and collaborate with leadership to implement strategic technology solutions. We are looking for a proactive and innovative leader with strong technical and project management skills.

About Us

Our mission is to improve the lives of people with mental health and substance use disorders by supporting health professionals, organizations, and purchasers of health services. We operate with funding from counties, the State of California, foundations, for-profit organizations, federal funds, and event registrations. The IT Manager will play a crucial role in ensuring the technical capacity and operational sustainability of the organization, enabling us to continue our impactful work.

Key Responsibilities

- Manage and maintain IT systems, including servers, networks, workstations, and cloud-based services.
- Provide technical support to staff, resolving hardware, software, and connectivity issues.
- Lead IT projects such as system upgrades, software implementations, and infrastructure improvements.
- Ensure compliance with security policies, data privacy regulations, and best practices.
- Oversee IT asset management, procurement, and vendor relationships.
- Conduct system audits, backups, and disaster recovery planning.
- Supervise and mentor IT staff, fostering professional development.
- Collaborate with leadership to align IT initiatives with organizational goals.

Qualifications

- Bachelor's degree in IT, Computer Science, or related field (or equivalent experience).
- 4+ years of IT experience, including system administration and help desk support.
- 2+ years of supervisory experience.
- Certifications in the following areas are preferred: A+, MCSA, MCSE, MCP, CCNA, CCNP.
- Expertise in Windows Server, Active Directory, Office 365, and network security.
- Strong troubleshooting and problem-solving abilities.
- Experience managing IT projects from initiation to completion.
- Excellent communication skills, with the ability to explain technical concepts to non-technical users.
- Experience in a nonprofit environment is a plus.

Compensation and Benefits

- \$110,000 - \$130,000 per year
- Medical, Dental, and Vision Insurance (100% covered for employees, 70% for dependents)
- Employee Assistance Program (EAP)
- Company-paid Life Insurance and Long-Term Disability

- 403(b) Retirement Plan with company match based on fiscal year performance
- (13) paid holidays, (5) day paid winter break, and (5) days paid administrative time off per year in addition to a generous paid vacation and sick time policy

Work Location and Schedule

This is a hybrid exempt position. The candidate must reside in California and be able to commute to the Sacramento office at least twice per week or as needed. Some evening or weekend work may be required for system maintenance or upgrades.

Diversity, Equity, and Inclusion Commitment

Cultivating an inclusive staff and a sense of belonging is central to our organization's focus on advancing equity. Our core values are Recovery and Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural and Linguistic Inclusion, Outcomes-Driven, and Health Equity and we believe a diverse and inclusive environment inspires unity, respect, and passion for our work and one another. We are interested in hearing from people who can work with colleagues of varied experience and backgrounds. We are an equal-opportunity employer, candidates from all backgrounds are considered, and as an organization that values equity and inclusion, we highly encourage people of color, women, LGBTQ+ individuals, and veterans to apply.

To Apply

If you want to learn more about this position and meet the qualifications, please submit your resume and cover letter to hrmanager@cibhs.org and reference IT Manager in the subject line.