



RMMSA Executive Job Description Title: IT Manager

Reports to: Director of Operations

Updated: December 30, 2022

General Description

The IT Manager deals with all things technical for RMMSA. It is their responsibility to manage hardware and software used by the association. The IT Manager manages the web site.

Responsible For

IT Manager is responsible for:

- Make recommendations regarding all things technical
- TeamSnap application
- TeamSnap Tournaments application
- RMMSA Web Site
- RMMSA WIFI

Specific Duties

Detail the various duties for the position.

- Assist the Registrar(s) with creating forms, registering members and rostering players
- Managing contact forms on the web site and directing inquiries from the main contact form to the appropriate member on the executive
- Assist with Google calendars and sheets used by executive members
- Assist with Social Media feeds
- Setup and manage Sign-up app
- Assist with CRC setup and on-going maintenance
- Manage Smartwaiver site for screening Disclosure Forms

Requirements

The IT Manager must be able to manage applications for the association, such as TeamSnap and WordPress. They must have a solid background in information technology.