



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

IT SPECIALIST

COMPANY INFORMATION

Clinton Housing Development Company is a non-profit organization that develops, manages and owns affordable housing in Hell's Kitchen in Manhattan. CHDC has a main office and six satellite locations that are supported by the main office.

JOB DESCRIPTION

The IT Specialist is responsible for managing the day-to-day functioning of office technology and providing support to users at the main office and 6 satellite locations.

DUTIES

Technology Management

- Provide hands-on tech support to the organization
- Oversee and collaborate on maintenance of computer network and equipment with IT consultant
- Coordinate with Department Directors and Operations Manager to identify and prioritize needs that will improve organizational work flow
- Monitor and maintain office equipment (servers, workstations, copiers, printers, phones, cell phone/radios, etc.)
- Coordinate implementation of new software and equipment upgrades
- Assist in development and management of technology budgets
- Maintain company website with periodic updates

Special Projects

- Oversee/coordinate network upgrade
- Oversee/coordinate revamp of phone systems
- Oversee/coordinate other special projects, as needed

MINIMUM QUALIFICATIONS

- Bachelor's degree in computer science or related field
- Minimum 2 years experience in help desk experience
- Experience with Windows Servers 2003/2008, Active Directory, Microsoft Exchange 2003/2007/2010, desktop support
- Working knowledge of VMWare, Citrix, Cloud based technologies

QUALITIES/TRAITs

- Ability to work independently and multi-task
- Detail-oriented with strong organizational and interpersonal skills

REPORTS TO

Operations Manager

SALARY RANGE

\$45,000-50,000 annual

403 West 40th Street New York, New York 10018

Phone: 212. 967. 1644 Fax: 212. 967. 1649