



**MID-MISSOURI LEGAL SERVICES
CORPORATION**

**117 NORTH GARTH AVENUE
COLUMBIA, MISSOURI 65203**

Phone: (573) 442-0116

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Position: Mid-Missouri Legal Services - Information Technology Manager

Mid-Missouri Legal Services is a legal aid organization that provides free civil legal assistance to low-income individuals and families in the mid-Missouri area.

MMLS is seeking an Information Technology Manager to manage the technology necessary for efficient and secure operations as well to develop and manage tools to increase and enhance the delivery of effective, quality, accessible legal services to low-income individuals throughout the MMLS eleven-county service area.

The position is 30 hours/week. MMLS provides an excellent benefit package, including fully paid health, dental, long term disability and life insurance premiums; generous holiday, health leave and vacation days; and employer contributions to the MMLS 401(k) plan.

Job duties include:

- Maintain MMLS's hardware and software programs and update technological equipment
- Implement technology updates and train staff on the new features
- Manage backups of server, implement and monitor cybersecurity measures; evaluate MMLS's adherence to requirements for security in federal regulations and guidance from funders; handle data recovery or other responses in the event of a data breach
- Advise and assist with MMLS's technology policies and procedures such as remote work policies and disaster plans
- Handle administrator tasks associated with MMLS's case management system such as managing users, writing reports, creating forms and templates, and assisting staff with use of tools and features in the case management system
- Assist with the technology side of social media and marketing; advise and assure the security of social media applications interfacing with MMLS's system
- Manage and develop tools to support MMLS staff and programs: manage email infrastructure and new users; develop tools to support employee training and performance; develop tools to allow MMLS to collect client outcomes data; identify and implement technology solutions to increase access to legal aid throughout MMLS's 11 counties; evaluate developments in technology and identify tools to communicate with and respond to the needs of clients

Job Qualifications:

- Bachelor's degree in computer science, information technology or another related field or extensive study in the areas of computer programming, software development, information technology management, or server applications
- 5 + years of experience working as a computer programmer, IT support technician, software developer or network systems administrator
- Experience working with law firms or other offices that maintain confidential and protected personal information
- Expert knowledge of IT best practices, policies and regulations
- In-depth understanding of programming, computer science and digital security
- A clear understanding of client/server technology and network architecture
- Good communication, including writing, speaking and active listening
- Strong problem-solving, critical thinking and decision-making skills
- Customer service and interpersonal skills
- Excellent attention to detail
- Great project management skills, including organization, planning, time management and prioritization

Application Process: Please submit cover letter, resume, and three references by email to: admin@mmls.org. Applications will be considered on a rolling basis. MMLS is an equal opportunity employer and dedicated to diversity in its staff.