Market I.T. Manger

Hubbard Radio Phoenix is a full-service media company with legendary radio stations and cutting-edge digital solutions. We serve the Greater Phoenix community and offer a menu of marketing services including radio, full-service digital, influencer marketing, creative services, custom content, podcasts and events. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview

Responsible for all day-to-day and long-term market level administration of information systems including computer systems, studios, automation systems and all other related broadcast operating systems for a 3FM, 2AM radio station group.

Job Duties/Responsibilites

- Develops, maintains, administers and owns information technology operations budget and capital budgets for studio and outlying locations in collaboration with market engineering/technical management and the VP/Market Manager.
- Identifies, analyzes and troubleshoots problems or issues related to engineering/IT, including studio, transmitter and computer problems in a timely and effective manner. Works with and provides direction to station employees on solutions. Provides hands on support as needed.
- Consults and collaborates with Market Manager and station management on long-term and short-term IT objectives, goals and action plans. Executes information technology objectives, goals and action plans and is held accountable for results. Studies and plans for future station needs including purchases and growth. Communicates how objectives, goals and action plans will affect the station's operational success.
- Develops strong department through applicable training, evaluation, and daily contact with employees. Trains and teaches staff on the proper use of company owned computing equipment and software; Consults and collaborates with VP/Market Manager and others in management in the areas of personnel, recruitment, hiring and development of personalities and other staff. . Guides staff and acts as a resource for staff on issues they may have.
- Promotes and communicates departmental, station and corporate policies, procedures and guidance as needed.
- Ability to work established schedule and other hours as needed.
- On Call after hours for emergencies.
- Proactively plan, coordinate and implement changes including upgrading software to address security requirements and best practices.
- Configure, deploy and manage servers in a VMWare virtualized environment along with data management systems such as Nimble.
- Maintain backup systems of online and offline data and restorative plan/measures.
- Drive network technology life cycle and replacement strategies.
- Document systems and processes effectively.
- Monitor and maintain certain building facilities including but not limited to: surveillance/security system, air conditioning system

- On/off-board employees and provide assistance with their technical equipment which requires knowledge of Active Directory and Exchange.
- Install, configure and support Windows and Linux based physical and virtual servers to address a variety of requirements.
- Drive system performance, availability and security through proactive management and patching.
- Anticipate risks and issues, designing and engineering for resiliency.
- Review vulnerability bulletins/findings, provide impact assessments, recommend and implement mitigations.

Qualifications

- 3-5 years of IT experience. Formal training or on the job work experience in basic electronic theory, knowledge of various types of studio equipment and configurations, practical experience with components, safety requirements, extensive knowledge of studio and remote broadcast operations, strong computer skills with ability to use basic office applications.
- Previous supervisory experience considered a plus.
- Proven ability to function effectively under deadlines and in high-pressure situations.
- Ability to troubleshoot problems quickly and effectively and find solutions for staff.
- Must have valid drivers' license and clean driving record as determined by the Company. Motor Vehicle Report will be processed.
- Project an appropriate professional appearance and demeanor.
- Ability to work in compliance with company policies and procedures.
- Ability to function in a team environment yet be able to work as an individual contributor.
- Work well under pressure.
- Available to work with short notice including early mornings, late evenings and weekends. Ability to work established schedule and other hours as needed.
- Knowledge/experience with WideOrbit automation systems and Wheatnet is desired.

Physical Requirements

- Manual dexterity and fine motor skills to manipulate computers and various technical systems.
- Ability to hear and speak clearly and follow both oral and written direction.
- Requires the ability to think critically and quickly and to articulate information in clear, concise manner to others.
- Sit and or stand for extended periods of time.
- Lift up to 40 lbs.
- Be able to work under stressful conditions and in all types of weather.
- Able to work various hours as required.
- Ability to crawl, stoop, bend, lift overhead, walk.
- Ability to work in tight spaces.
- Work under tight deadlines.
- Must have good vision and hearing.
- Ability to communicate in English both verbally and in writing.
- Able to drive motor vehicle

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.