



# Information Technology

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# Staff

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**IT Manager**

**IT Support Associate**

# Job Functions

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## Handle Association's Departmental IT Needs

- Administration, Public Works
- Police
- Recreation and Parks, Marina
- Aquatics
- Golf, Golf Maintenance
- Yacht Club, Beach Club, Clubhouse Bar and Grille
- Racquet Center

# Job Functions

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## Troubleshoot OPA Staff Needs

- Hardware
- Software
- Printers/Copiers
- Internet
- Phones
- Various Other Electronics

# Job Functions

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## Coordinate with Outside Vendors

- Comcast, Mediacom
- Verizon
- Security systems
- Northstar financial/administrative software
- Worcester County Sheriff's Office IT Department
- Numerous cabling, networking, hardware and software vendors

# Recent Projects

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- ❑ Worked with Comcast and Mediacom to coordinate cable/internet connections with OPA facilities
- ❑ Managed IT and security needs for new Golf Clubhouse and Police headquarters
- ❑ Increased bandwidth and completed pre-wiring for upcoming Administration Building remodeling project