Job Description: IT Asset Manager

The IT Asset Manager is responsible for the daily and long-term strategic management of software and technology-related hardware within the organization. This includes planning, monitoring, and recording software license and/or hardware assets to ensure compliance with vendor contracts. The individual will assists in forming procurement strategies to optimize technology spend across the organization. The IT Asset Manager will also develop and implement procedures for tracking company assets to oversee quality control throughout their lifecycles.

Formal Education & Certification

- Bachelor's degree in computer science, information technology, engineering or business administration or seven years of equivalent experience.
- Associate's degree in computer science, information technology, engineering or business administration or 10 years of equivalent experience.
- One or more security certifications such as Certified Information Security Professional (CISSP), Certified Information Security Systems Manager (CISM) or Certified in Healthcare Privacy and Security (CHPS) a plus.

The attached document is a typical job description for an Information Specialist/IT Business Analyst and was provided by **Glassdoor.com**.

The attached zip file includes:

- Intro Page.pdf
- ITAssetManager.doc