**IT Operations Manager**

**POSITION SUMMARY & REPORTING RELATIONSHIP:** This position is responsible for supporting the Firm by using your expertise and understanding of generally accepted information technology principles of the law office to contribute to the strategic planning and implementation of the department goals. The IT Operations Manager will report directly to the Chief Information Officer as a full-time/ on-site position. Specific duties and responsibilities include, but are not limited to, the following:

**POSITION RESPONSIBILITIES**:

* Oversee daily IT operations in collaboration with the CIO.
* Develop and build relationships with employees for increased efficiency and responsiveness of existing operations.
* Collaborate with the CIO to define new operations strategies.
* Serve as a subject-matter expert, handling inquiries, developing action plans, and assisting with preparing and disseminating communications.
* Improves documentation by writing revisions and entering fixes into a knowledge base.
* Evaluates software by testing ease of use and applicability.
* Maintain technical knowledge by attending educational workshops, reviewing technical publications, and establishing personal networks.

**DESIRED QUALIFICATIONS:**

* Ability to motivate the team and provide specific goals.
* Communication skills: must be able to communicate with different levels of people and get a message across to staff and superiors.
* Good problem-solving and conflict-management skills.
* Able to work under pressure with changing priorities.
* Must have advanced knowledge of Microsoft Office Suite, Windows 10/11, and Adobe Acrobat. Experience with a broad range of computer applications, especially legal applications.
* Must be highly organized and capable of multi-tasking in a fast-paced, professional environment.

**About Keker, Van Nest & Peters**

For more than 40 years, Keker, Van Nest & Peters have litigated complex, high-stakes civil and criminal cases nationwide. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals and some of the world’s most successful companies, including Genentech, Google, Instacart, Major League Baseball, Meta, Netflix, Lyft, and Qualcomm. Recently, we have been named The Recorder’s Tech Litigation Department of the Year and The American Lawyer’s Litigation Boutique of the Year, among many other prestigious recognitions. The firm prides itself on its record of success at trial and the office culture it maintains.

Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member’s contributions. Salaries and benefits are competitive with the legal market. We are excited to hear from you if this sounds like a good fit. Please email resumes to Jeanne Freed, Human Resources Manager, staff[recruiting@keker.com](mailto:recruiting@keker.com).

The salary range for this California-based role is $120,000 -- $160,000 and represents the firm’s good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend on several factors, including but not limited to the candidate’s years of experience, qualifications, and skill set.

*Keker Van Nest & Peters LLP provides all employees and applicants equal employment opportunities. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression,**reproductive health decision-making, or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*