INFORMATION TECHNOLOGY MANAGER
POSITION DESCRIPTION

Job Title: Information Technology Manager
Reports to: Vice President of Operations
Classification: Full-Time, Exempt, Salaried

Company Summary: Aeglea BioTherapeutics, Inc. is an Austin, TX based biotechnology company committed to developing engineered human enzymes for the treatment of rare diseases and cancers associated with abnormal amino acid metabolism. The company’s recombinant human enzymes are designed to degrade specific amino acids in the blood in order to reduce toxic levels of amino acids in rare diseases or to starve tumors dependent on amino acids by reducing levels below the normal range. Aeglea’s clinical program for its lead product candidate, AEB1102, includes three recently initiated Phase 1 clinical trials, studying AEB1102 for the treatment of patients with Arginase I deficiency as well as patients with solid tumors or hematological malignancies. The company is building a pipeline of additional product candidates targeting key amino acids, including AEB4104, which degrades homocystine, a target for an inborn error of metabolism, as well as two potential treatments for cancer, AEB3103, which degrades cysteine/cystine, and AEB2109, which degrades methionine.

Position Summary: Aeglea BioTherapeutics, Inc., based in Austin Texas, is actively recruiting for an Information Technology Manager. This position is responsible for day to day management of the IT environment, including the coordination and oversight of projects relating to system development and/or equipment. The IT Manager is responsible for leading IT projects efficiently and effectively and supporting the company’s users with company communication and IT infrastructure and systems.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following:

- Manage all aspects of the implementation and operation of information and functional systems for the organization, including software applications, network, phone systems and end-user computers
- Manage multiple cloud based, hosted systems
- Manage communications and working relationships between IT and other departments within the organization as well as multiple outside IT service providers
- Provide help desk and technical services assistance to on-site and remote employees
- Provide technical support for Aeglea’s external communication strategy via website support and
maintenance, publication software, and maintaining corporate presentation standards

- Design, develop, implement, and coordinate policies and procedures for all areas of information technology to assure data accuracy, security, legal and regulatory compliance; assure compliance with Standard Operating Procedures (SOPs).
- Implement, maintain, and ensure maximum uptime for telephone and audiovisual systems
- Ensure security of information technology assets, data, network access, and backup systems and supervise agreed audits to verify the security of internal and external systems
- Act in alignment with user needs and system functionality to contribute to organizational growth
- Collaborate with internal stakeholders to develop and maintain an IT roadmap (R&D through Commercialization)
- Manage annual IT budget and ensure cost effectiveness
- Develop requirements, outlines, budgets, and schedules for information technology projects
- Oversee all phases of projects from conception to completion
- Serve as the technical lead or project manager for system implementation projects
- Bring consistency to project execution and life cycle management of systems

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:** The ideal candidate will offer:
- BS in Computer Science, MIS or similar field
- Proven working experience as an IT manager or relevant experience
- Experience with the following systems are preferred: Box, Veeva, NetSuite, Smartsheet

**Knowledge, Skills and Abilities:**
- Excellent knowledge of information technology general controls, data and cyber security, computer hardware/software systems, and Sarbanes-Oxley
- Direct experience with and managing ERP systems
- Demonstrated experience leading and/or managing IT projects
- Understanding and experience with managing data network and telecommunications systems
- Understanding and experience with managing IT infrastructure including systems, personal computing, help desk, servers, and printers
- Ability to effectively communicate technology, infrastructure and process needs and requirements with all personnel levels; oral and written communication

**Work Environment:**
This is a high growth, fast paced small organization. The ability to be productive and successful in an intense work environment is critical.

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This is a high growth, fast paced small organization. The ability to be productive and successful in an intense work environment is critical. Willingness and ability to travel domestically and internationally on occasion is required, it is anticipated that this will be less than 10% of work time.
**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.