**Director of Information Technology**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Support Operations **Classification:** Administrator

**Dept/Campus:** Information Technology **Paygrade:** IT-5

**Wage/Hr Status:** Exempt **Revised:** December 2014

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Plan, coordinate, direct, and design all operational activities of the IT department, as well as provide direction and support

for IT solutions that enhance critical organizational objectives. The Director of IT will work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree in computer information systems (or related field)

Master’s degree in computer information systems (or related field) preferred

**Special Knowledge/Skills:**

Understanding of latest network technologies and developing trends

Understanding of project management and budgeting skills

Ability to effectively communicate (written and verbal) with employees, colleagues, service providers, and community members

Strong leadership skills

**Experience:**

Two years of management experience

Three years of work experience installing, maintaining, and repairing computer systems

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Formulate and deploy long-term strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies.
2. Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, licensing, and service provision.
3. Benchmark, analyze data, report on, and make recommendations for the improvement of the IT infrastructure and IT systems.
4. Direct research on potential technology solutions and implementations in support of new initiatives, opportunities, and procurement efforts.
5. Manage IT department operational and strategic planning, including business requirements, project planning, and organizing and negotiating the allocation of resources.
6. Define and communicate project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.
7. Develop and review budgets for and from IT department and ensure they comply with stated goals, guidelines, and objectives.
8. Review performance of IT systems to determine operating costs, productivity levels, and upgrade requirements.
9. Authorize and oversee the deployment, monitoring, maintenance, development, and support of all hardware and software based on department needs.
10. Establish and maintain regular written and in-person communications with the organization’s executives, department heads, and end users regarding pertinent IT activities.

**SUPERVISORY RESPONSIBILITIES:**

Direct supervision of entire IT department including such positions as network administrators, systems administrators, application developers, technical trainers, cable technicians, and desktop support personnel.

**EQUIPMENT USED:**

Computer, audiovisual equipment, calculator, printer, copier, telephone system, security devices

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands**

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written),

maintain emotional control under stress and a clear focus on customer service, manage others in a non-coercive manner

**Physical Demands**

Must be able to position and move about within the work area. Ability to retrieve, transport, position/reposition items, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; prolonged use of computer; frequent interruptions; ability to reposition and transport 50lbs

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date