

JOB TITLE: Director of Information Technology

POSITION SUMMARY: The Director of Information Technology (IT) will oversee business intelligence and the IT operations environment for 40+ users, including infrastructure, hardware, vendor support services, website, data systems and telecommunications. The Director of IT will ensure the organization's technology infrastructure is compliant, secure, efficient, user friendly and current. This position requires an approachable hands-on Director with a strong background in systems administration and staff training.

TECHNICAL REQUIREMENTS & COMPETENCIES:

- Highly self-motivated and directed professional with a master's degree or bachelor's degree with significant experience or equivalent combination of training and experience
- Five or more years' experience managing information technology environments and vendor contracts
- Strong business intelligence background with successful track record of identifying opportunities to improve processes and strategies with technology solutions
- Proven project management skills, strong problem-solving skills, ability to roll out operational projects
- Ability to exercise good judgment, to make sound decisions independently and to delegate/escalate issues appropriately
- Extensive knowledge of networking systems, security protocols, websites, services, and server hardware
- Strategic-minded, results-oriented leader with strong analytical skills
- Strong verbal, listening and written communication skills with the ability to write policy, technical documentation, reports and correspondence
- Ability to speak and present information effectively to groups of varying sizes
- Ability to provide positive leadership and to mentor associates

RESPONSIBILITIES:

- Develop and oversee the implementation of strategic goals for the organization's information systems and technology by evaluating business processes and organizational needs, identifying cost effective business intelligence solutions, allocating resources, evaluating trends, and anticipating requirements
- Develop and implement policies and procedures relating to the organization's information technology resources, including but not limited to, HIPAA compliance, proper use, security, privacy, networks, phones and e-mail
- Design, develop, implement and oversee organizational wide data collections, ensure system alignment with organizational and programmatic goals, maintain standards and policies for data systems management and accuracy, ensure staff training and compliance with required procedures, and maintain appropriate system records
- Develop and ensure security architecture protocols that reflect and support business, technical, operational, and compliance objectives
- Develop and manage vendor RFP process, negotiate acquisitions, and manage vendor service agreements
- Provide day-to-day management and troubleshooting of information technology systems, communication equipment, computer systems and teleconferencing equipment
- Facilitate technology and related instructional trainings to organization's staff
- Manage assigned staff by training and coaching employees, communicating job expectations and appraising their performance
- Provide other duties as assigned

POSITION CLASSIFICATION:

Full-time, exempt, Reports to Chief Administrative Officer