Information Technology Director
JOB DESCRIPTION

OBJECTIVE:

Responsible for the overall planning, organizing, and execution of all IT functions at the location. This includes directing all IT operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technical solutions. This role reports directly to the Business Administrator.

RESPONSIBILITIES:

   1. Analyzes complex business needs presented by the staff and recommends technical solutions

   2. Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions

   3. Directs operations in executing production tasks according to a documented schedule that meets or exceeds staff expectations

   4. Produces detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status

   5. Directs and prioritizes the work load of subordinate personnel

   6. Reviews all designs, code and unit test plans where applicable

   7. Approves all business requirements prior to the technical solution

   8. Participates on all hardware and software evaluations and maintains vendor contracts

   9. Represents the IT function at church meetings when appropriate

   10. Directs education programs for church staff

   11. Perform liaison duties between users, operations, and programming personnel in the areas of systems design, modifications or trouble shooting

   12. Performs salary administration and conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel

   13. Knowledge on Active Directory, Exchange, EqualLogic, VMware, O365, Skype For Business, Veeam, WDS, Ruckus Wireless, Spiceworks and Thirtyseven4