

JOB DESCRIPTION-Information Technology Director



IOWA-MISSOURI
CONFERENCE

Position Title: Information Technology Director
Department/location: Iowa-Missouri Conference, West Des Moines, Iowa
Immediate Supervisor: Adcom
Supervisory: None
Responsibilities Status: Full-time, Exempt (Administrative)
Wage: NAD Department Director, 87-102%
Scale: Date: September 1, 2024

Mission: To Reach Iowa-Missouri, North America, and the world with the distinctive, Christ-centered Seventh-day Adventist message of Hope and Wholeness.

Job Summary:

The IT Director leads the strategic planning and implementation of technology solutions to enhance business operations, safeguard data, and support staff across the Conference office and Sunnydale Academy. This role oversees all aspects of IT infrastructure, provides technical support, and develops innovative solutions to streamline processes and systems.

Duties and Responsibilities

Strategic Planning and Management

- Determine and implement optimal computer systems and technology solutions for the IMC and SAA to maximize operational efficiency.
- Develop and maintain technology and information security policies in collaboration with Treasury/HR.
- Manage the department budget effectively.

Infrastructure and Security

- Implement and maintain computer systems, including regular software updates and server maintenance.
- Ensure robust network infrastructure to minimize downtime and meet performance expectations.
- Identify and eliminate security vulnerabilities to enhance data protection.
- Implement and maintain regular data backup and disaster recovery procedures.

Web and Digital Solutions

- Oversee the maintenance and development of websites for all IMC offices, churches, camps, and schools.
- Create and maintain content management systems and online solutions to automate processes.

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Training and Support

- Provide technical assistance and support to staff and departments on various technology systems.
- Develop and conduct employee training on software and internet tools.
- Collaborate with the IMC Communication department to train local church/school employees and volunteers on audio-visual and networking technologies.
- Work one-on-one with employees to troubleshoot computer issues.

Educational Technology

- Collaborate with the IMC Education Department and SAA to implement and maintain computer systems for IMC schools.
- Stay informed about and implement future technological advancements in education.

Continuous Improvement

- Keep up-to-date with emerging technologies and apply new knowledge to enhance job performance.
- Identify and implement solutions to improve departmental efficiency through technology.

Qualifications and Requirements

Education and Experience

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- Five years of experience in IT management or a similar role. Preferred
- Strong knowledge of network administration, cybersecurity, and cloud computing.

Technical Skills

- Proficiency in managing and maintaining servers, networks, and cloud infrastructure.
- Experience with implementing and managing cybersecurity measures.
- Familiarity with content management systems and web technologies.
- Knowledge of educational technology solutions is a plus.

Certifications

- Relevant IT certifications (e.g., CISSP, CCNA, CompTIA) are highly desirable.

Personal Characteristics

- Strong leadership and strategic planning abilities.
- Excellent problem-solving and analytical skills.
- Practical communication skills, both written and verbal.
- Ability to manage multiple projects and prioritize effectively.
- Collaborative team player with a customer-service orientation.

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Religious Affiliation

- Must be a member in good standing of the Seventh-day Adventist Church.
- Commit to faithfully returning tithes to the Iowa-Missouri Conference.

Working Conditions

- The primary work location is a well-lit, ventilated office in the Des Moines area of Iowa.
- Travel is required to local churches and schools throughout the Iowa-Missouri State Region.
- Flexible work hours, including some evenings and weekends, to meet organizational needs.
- Full-time, salaried position, with the understanding that additional hours may be required to fulfill responsibilities.

Physical Requirements

- Ability to read, speak, and hear; communicate effectively in English both orally and in writing.
- Capable of standing, sitting, walking, bending, kneeling, and reaching.
- Must be able to lift and move computer equipment (up to 50 lbs.).
- Valid driver's license and ability to operate a vehicle required.

Please Note: This job description is intended to provide a general overview of the nature and scope of work performed in this position. It is not an exhaustive list of all required duties, responsibilities, or skills. The Iowa-Missouri Conference Administration reserves the right to modify this job description as needed to meet organizational needs and fulfill the Conference's mission. This document does not constitute an employment contract or guarantee of continued employment.

Agreement:

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason I should not be able to fully comply with the tasks and responsibilities outlined in this job description, including the physical demands.

Signature

Date