

## **JOB DESCRIPTION**

**TITLE:** Director of IT (Information Technologies) **EXEMPT**

**REPORTS TO:** Director of Finance & Administration/HR

**DEPARTMENT:** Accounting & Administration

**FUNCTION:** Oversight, administration, planning, maintenance and management of all aspects of information technology systems: hardware, software, equipment, email, database, website, data/modem lines, connectivity, network, etc. Responsible for development of IT budget and for purchasing of all IT related items. Acts as liaison for outside hardware and software vendors. Works with Membership Administrator to develop database queries and reports as needed by staff.

### **DUTIES:**

1. Customer/Member Service Activities
  - a. Phone/voicemail/fax/email
  - b. Photocopying/filing/printing/mail
2. Financial Issues
  - a. Provide input for IT budget
  - b. Monitor IT purchases for budget compliance
3. Assist in membership communications
  - a. Handle all data aspects of the annual Membership Directory
4. Manage membership and non-member database records
  - a. Provide monthly electronic Membership updates to selected Society suppliers
  - b. Develop database queries and reports as requested by staff
  - c. Modify existing database and/or create a new Access-driven database for the Society
  - d. Assist Membership Administrator with annual dues billing process
5. Office Management
  - a. Attend staff & director meetings
  - b. Complete monthly timesheets
  - c. Contribute to Staff-To-Do-List & meeting Agendas
6. Attend professional development programs
  - a. Master new technical skills (software, hardware, network, website, programming, etc.) on an ongoing basis to stay on top of technological advancements
7. Website
  - a. Update and maintain content on society websites
  - b. Act as technical liaison with outside website host vendor; long-term goal to host website in-house

8. Technical support/system hardware and software
  - a. Maintain and troubleshoot PC's, network, software, email, DSL line, hardware, equipment, database, etc.
  - b. Liaison to software and hardware vendors
  - c. Train and advise new and existing staff on system operation, software programs and hardware
  - d. Make recommendations for system improvements
  - e. Maintain functional backup system; take backup tapes to outside storage facility weekly
  - f. Maintain PC rotation schedule
  - g. Purchase hardware and software as necessary
  - h. Act as liaison with outside email vendor; long-term goal to host email in-house

**SKILLS:**

- Advanced level of technical knowledge and abilities with computer hardware, software applications, networks, etc. in a Windows environment
- Access programmer
- HTML programmer
- Proven data input accuracy and attention to detail
- Excellent typing skills
- Demonstrates excellent oral and written communication skills
- Maintains professional and positive demeanor
- Must be able to function as part of a team
- Willingness and flexibility to work overtimes as necessary