# Director of Information Technology

**Job Description:**

The information technology director is 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. Oversees and manages a company's information technology projects. Coordinates project phases from development to installation. Acts as liaison between clients, vendors, and consultants.

**Essential Functions:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Analyzes complex business needs presented by the user community and/or clients and recommends technical solutions.
- Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
- Directs operations in executing production tasks according to a documented schedule that meets or exceeds customer expectations.
- 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.
- Directs and prioritizes the work load of subordinate personnel.
- Reviews all designs, code and unit test plans where applicable.
- Approves all business requirements prior to the technical solution.
- Participates on all hardware and software evaluations and maintains vendor contracts.
- Represents the IT function at customer review meeting when appropriate.
- Directs education programs for her/his staff.
- Perform liaison duties between users, operations, and programming personnel in the areas of systems design, modifications or trouble shooting.
- Performs salary administration and conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel.
- Competencies
- Technical Capability.
- Business Acumen.
- Strategic Thinking.
- Customer/Client Focus.
- Leadership.
- Supervisory Responsibility
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This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work:**

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires long hours and frequent weekend work.

**Travel:**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

**Required Education and Experience:**

Bachelor's degree in computer science or related field or related experience.

Minimum of eight (8) years of experience within information technology.

Experience in the most current technologies and products used in the industry.

**To Apply:** Send resume and cover letter to hr@mdofficemanager.com