	INFORMATION TECHNOLOGY DIRECTOR JOB DESCRIPTION			
	Effective Date:	Original Date:	Originator: HR	Department: IT

Summary/Objective

The Director of Information Technology will manage and direct the company's information technology (IT) operations, ensuring the department provides efficient and effective technical support service.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties/Responsibilities:

- Leads development and implementation processes for the organizations IT systems and department.
- Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- Oversees security of systems, networks, and enterprise information.
- Facilitates IT security audits or investigations.
- Develops and maintains relationships with external IT vendors and service providers.
- Coordinates multisite IT systems via enterprise resource planning (ERP).
- Performs other related duties as assigned.

Competencies

- Extensive knowledge of current networking technologies, network hardware, network software, network protocols, project coordination, and multitasking abilities.
- Analytical skills and the ability to troubleshoot complex network problems independently.
- Excellent verbal and written communication skills.
- Proficient in latest technology for IT systems and management.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.
- Through understanding of IT and practical applications to support the company's goals.

Supervisory Responsibility


- Hires and trains IT staff.
- Schedules, organizes, and assigns projects to members of the IT team.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Work Environment

This job operates in a professional office environment that is well-light, heated and/or air conditioned depending on the season. 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.

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

This is largely a sedentary role; with the ability to lift up to 30 pounds at times.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00a.m. to 5:00 p.m., Monday through Friday.

Travel

No travel is required for this position.

Required Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Required Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Required Education and Experience

1. Bachelor’s degree in computer science required (or equivalent experience);
2. At least five years of experience managing an IT department.
3. Professional experience in the following: Administration of Enterprise Firewall, L2 switching, application load balancing, ion, Layer 3 Switching, Data Center Switching Architecture, Cloud computing network security, Data Center capacity planning, Internet Gateways, Internet Filtering, Local Area Network design, Transmission Control Protocol (TCP), Internet Protocol (IP), Quality of Service (QoS) Architecture, Packet Analyzers, Internet Protocol Security (IPSEC) Virtual Private Network (VPN), Video over IP, Voice over IP, Enterprise Wireless LAN Controllers administration, Domain Name Services, IP address management.

Preferred Education and Experience

1. Master’s degree or equivalent experience
2. 6+ years related experience and/or training
3. Manufacturing and Healthcare experience

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____
HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____