Job Title: Director of Information Technology

Classification: Exempt, Full time

Reports to: Deputy Executive Director & COO

Date: August 26, 2019

Summary/Objective:
This position is responsible for overseeing all technology operations and evaluating them according to established goals. It is also responsible for devising and establishing IT policies and systems to support the implementation of strategies set by APS leadership.

Essential Functions:
1. Oversee all technology operations, including infrastructure, security, equipment and software and evaluate them according to established goals.
2. Devise and establish IT policies and systems to support the implementation of effective strategies and ensure the strategies are communicated and understood by all users.
3. Analyze the business requirements of all departments to determine their technology needs and provide the necessary leadership skills to fulfill those needs.
4. Lead APS-wide IT projects by engaging stakeholders of all types (APS staff and volunteers) and gain the necessary interdepartmental cooperation in order to complete those projects in a successful and timely manner.
5. Lead a staff of IT department professionals by instilling an attitude of service to all APS customers and APS staff.
6. Continuously gather information regarding existing and emerging technologies that may improve APS operations and develop proposals to support those improvements.
7. Build strong relationships with vendors to ensure APS is securing the most cost-effective technology agreements.
8. Prepare and maintain the IT department expense and capital budget.

Competencies
1. Communication
2. Business Acumen
3. Leadership
4. Project Management
5. Supervision
6. Results-based Orientation
7. Strategic Thinking

Supervisory Responsibility
This position is responsible for the supervision of all IT staff.

Physical Demands
This position requires sitting (80%), standing (5%), and walking (15%). It may also require lifting materials of approximately 50-60 lbs. and it requires computer responsibility which involves the extensive use of a keyboard, mouse and monitor.

Required Education and Experience
1. BSc/BA in computer science, engineering or relevant field; MSc/MA will be a plus.
2. Minimum three years’ experience in a similar leadership role.

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.