Position Description

Title:	ASSISTANT IT DIRECTOR
Reports To:	DIRECTOR OF ADMINISTRATIVE SERVICES
Hours:	FULL-TIME
Pay:	DEPENDS ON EXPERIENCE

JOB RESPONSIBILITIES / DUTIES

- Be reliable, dependable, able to work on your own without supervision with honesty and trustworthiness.

- Dependable vehicle for travel or other duties assigned.

- Oversee all technology operations (e.g. network security) and evaluate them according to established goals.

- Devise and establish IT policies and systems to support the implementation of strategies set by upper management.

- Analyze the business requirements of all departments to determine their technology needs.

- Responsible for assisting with Agency Technology Plan and Review and submitting annually to the CEO.

- Able to communicate and work on agency technology plan with IT committee members which are held semi-annually.

- Purchase efficient and cost effective technological equipment and software.

- Inspect the use of technological equipment and software to ensure functionality and efficiency.

- Identify the need for upgrades, configurations or new systems and report to upper management.

- Assist in building relationships with vendors and creating cost-efficient contracts.

- Dealing with IT companies on software issues pertaining to HH/Hospice and SNC upgrades and coding

- Willing to work after hours during upgrades and weather related outages.

- Willing to attend trainings.

- Keep ongoing log on any and all IT changes; IP addresses, employee email accounts, password and usernames.

- Available to assist the CEO when issues or questions arise.

- Keep IT laws manual updated.

- Oversee the day-to-day operations of LAN/WAN and related hardware or software.

- Configure, test, maintain and resolve issues related to LAN.

- Have monthly reports submitted in a timely manner pertaining to any vendors.

- Be willing and able to work with software companies on computer networking issues.

PREFERRED QUALIFICATIONS

- Proven experience as IT assistant or similar role.

- Experience in analysis, implementation and evaluation of IT systems and their specifications.

- Sound understanding of computer systems (hardware/software), networks etc.

- Experience in controlling information technology budget.

- Excellent organizational and leadership skills.

- Outstanding communication abilities.

- BSc/BA in computer science, engineering, relevant field or Associate Degree; MSc/MA will be a plus.

- Know HIPAA laws/confidentiality.

KNOWLEDGE, SKILLS AND ABILITIES

- Programming and Application Development

- Security expertise

- Mentoring; available to walk someone through a technical process with clarity and patience and/or training.

- Customer service

- Superb organizational skills

Interested applicants should forward a resume and cover letter to:

Hoosier Uplands EDC
Attn: David Miller, CEO
500 West Main Street
Mitchell, IN 47446

-or-

dlmiller@hoosieruplands.org