

Job Description

Position Title: Information Technology Director

Job Grade: 8

Reports To: SVP - Administration

Location: SIFE World Headquarters—Springfield, MO



SUMMARY OF POSITION

This position provides leadership, guidance and direction for all of the Information Technology functions and initiatives for the entire organization. This includes network availability, security and design, software development, LAN and WAN, communication technology (MS exchange, phone systems, and remote connectivity), help desk function, systems support, as well as the day-to-day management of all IT functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide strong, visionary leadership for a team of technology experts in networking, systems engineering, system administration and other areas.
- Responsibility for the evaluation, selection, design, implementation and support of our infrastructure technology, assuring the technical environment stays current.
- Day-to-day management of corporate-wide IT infrastructure. Sets priorities for the team and is solution oriented. Experience in mentoring technical team members to assure they are focused on the right things at the right time, projects are done on time and within budget parameters.
- Develop the capabilities, teamwork and customer orientation of an expert technical team and keep their skills up to date.
- Maintain effective and responsive relationship with major technology vendors.
- Successfully deliver and infrastructure that balances cost savings, security, quality and reliability.
- Manages and directs the operations of the company's network, Windows environment, LANs and WANs, storage area network, distributed process and client/server operations.
- Develops IT strategies for internal/external/extranet based clients to access company resources.
- Work with Senior Management to establish strategic direction, operating policies and to aid in major project planning.

EDUCATION/EXPERIENCE

- BS in Computer Science, Engineering or related field or equivalent experience.
- A minimum of 5 years related work experience, with at least 3 years in a supervisory position.
- MCSE Certification strongly preferred, as well as experience with MS Exchange, MS SQL Server.
- MS SharePoint and CISCO voice experience is a plus
- Previous global operating experience helpful
- Previous experience with IT budgeting, designing and building a technology infrastructure and applicable experience with various operating systems and platforms.

SKILLS/ABILITIES

- Strong written and verbal communication skills; must be able to communicate effectively with both technical and non-technical audiences.
- Must have a technical aptitude and strive for continual improvement for efficiencies.
- Must be able to manage multiple projects at a time, utilizing excellent time management, organization and prioritization skills.
- Must be an active learner who utilizes problem solving skills and critical thinking skills.
- Must be able to work under pressure and deadline pressure.
- Must be team oriented and assist where needed.

ADDITIONAL REQUIREMENTS

- May be required to work long or irregular hours as needed.
- May be required to work events in various capacities.
- May be required to drive on behalf of company.