



# Genevive

## Job Description: IT Director

**Job Title:** IT Director

**Department:** Business Operations

**Position Summary:** The IT Director will be responsible for all IT needs across the business. This position will be responsible for managing new IT systems and vendors as well as maintenance of existing systems. They will ensure the best utilization and integration of current systems as well as striving for best in class technology to meet business needs. The IT Director will manage all technology vendor relationships and work with existing leadership at Genevive to assist in their technology needs. In addition, this position will manage data architecture and security risks for the organization.

**Supervision Received:** CFO/COO

**Supervision Exercised:** N/A

**Hours per Pay Period:** 80hrs

**Classification:**

Full-Time

Exempt

Part-Time

Non-Exempt

### Education/Qualifications:

- Bachelor's degree in information technology, information systems, computer science or related field (graduate degree a plus)
- Minimum five years' experience overseeing IT teams and projects.
- Experience in healthcare-related businesses and systems.
- History of working with Microsoft cloud technologies and CRM systems
- Certifications and continuing education preferred.
- Sound understanding of computer systems, networks, security, telecommunications, databases, mobility, data analytics, and storage systems
- Strong interpersonal, communication and leadership skills
- Ability to manage and prioritize tasks and projects
- Solid working knowledge of Microsoft cloud technologies and security protocols

### Essential Functions:

- Oversees IT operations and manages all functional technologies needed to run business
- Designs and implements IT strategies and infrastructure including data architectures and analytics enablement
- Identifies and eliminates security risks
- Create and write applicable IT policies as needed
- Determines best practices for utilizing systems?
- Analyzes business requirements for IT needs and systems including assessment, research, vendor demonstrations, and final recommendations to impacted teams



# Genevive

- Works to increase user satisfaction with current technology systems and processes
- Evaluates IT operations regarding established business goals
- Partner with functional leaders to identify and deploy strategies to manage a high-volume of client records and documents, and create meaningful cross-system analytics capabilities (Data Warehouse, Data Lakes, BI, AI)
- Prepares IT progress and IT spending budget reports for upper management
- Builds and maintains relationships with outside vendors
- In collaboration with office manager, oversees 3rd party company help desk
- Communicates across departments as needed.
- As director serve on Genevive's leadership team
- All other duties as assigned

## **Physical/Mental Demands and Work Environment:**

- Requires sitting and standing associated with a normal office environment.
- Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercising independent judgement.
- Requires the use of office equipment such as copiers, scanners, computers, telephones, and fax machines.
- May view computer screens for long periods of time.
- Work requires hand dexterity for office machine operation, stooping, bending, for filing and supply movement. Mobility to complete errands and sitting for an extended period.
- Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contact.
- Must be able to prioritize activities when faced with competing demands.
- This position will have remote work capabilities and must have the skill set to work independently, exercising sound judgement, and maintaining high productivity levels.
- Remote work also requires high levels of electronic and telephonic communication.

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_