

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **DIRECTOR OF TECHNOLOGY**

PURPOSE: This position is responsible for developing and implementing a strategic vision in all areas of technology for the organization. The position will facilitate the full integration of technology and best practices into programmatic and infrastructural systems. The Director of Technology must be a big picture thinker and a hands-on implementer capable of engaging management and staff at all levels to effectively and creatively use technology.

QUALIFICATIONS:

Education: Bachelor's Degree in Educational Technology or related bachelor's degree with educational technology certification preferred.

Experience: Minimum of five (5) years experience in a management level position, two (2) years of which includes supervisory responsibilities. Experience leading and developing projects in a multifaceted agency preferred.

Skills, Abilities, and Knowledge:

- a. Ability to lead, motivate and supervise others effectively
- b. Ability to multi-task, set priorities, and delegate responsibilities
- c. Problem solving ability where independent judgment is required
- d. Excellent accuracy, organizational skills, and accountability
- e. Time management skills, human relations skills, and observation and analytic skills
- f. Ability to set and achieve goals and work independently with little supervision
- g. Excellent interpersonal and customer service skills
- h. Effective oral and written communication skills
- i. Ability to exercise discretion and maintain confidentiality
- j. Machine operation including calculator, photocopier, computer, etc
- k. Basic computer knowledge and skills

REPORTS TO: Vice President of Early Childhood

SUPERVISES: IT Supervisor

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Effort: Light physical effort in a predominantly sitting position

Special Demands: Potential eyestrain. Significant travel

Special Requirements: Current FBI, Act 33 and Act 34 clearance documentation. Valid driver's license, verification of car insurance coverage, as well as reliability transportation (validated yearly minimum).

Alternative hours; alternative locations

Duties may include any or all of the following. This list is intended to be representative.

01. Develop and implement a strategic vision and goals for the use of technology in the organization in both programmatic and infrastructural systems.
02. Establish and maintain technology standards and policies for the organization.
03. Ensure the technology investment made by the organization is being used to its fullest capacity.

04. Maintain up to date knowledge of and communicate current research findings and forecasts related to the effective use of technology in early childhood development, adult education and workforce development programs.
05. Provide information to support decision-making on programmatic and administrative technology matters.
06. Direct the activities necessary to keep the technology infrastructure secure and running seamlessly, efficiently and effectively.
07. Collaborate with the Divisional Directors and program supervisors to provide and/or coordinate for professional development of staff to fully integrate technology into programs.
08. Consult with stakeholders to coordinate, evaluate and recommend the purchase and use of technology equipment, hardware and software to meet organization and program needs.
09. Provide leadership in the purchase, acquisition, implementation and problem-solving aspects of technology equipment, hardware and software.
10. Manage the technology department and supervise direct reports: utilizing approved management systems; delegating tasks using SMART goals; conducting timely and frequent observations and appraisals; evaluating and determining training or educational needs or action plans; creating and implementing processes for ongoing communication, feedback and follow up.
11. Comply with applicable organization, federal, state, and local laws, rules and regulations
12. Explore, pursue and support strategies to sustain and grow the organization's services
13. Demonstrate fiscal responsibility with budgets
14. Attend meetings and seminars as a representative of the corporation
15. Collect, measure and analyze data to prepare reports as required
16. Perform other work as required or requested

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: G

MINIMUM STARTING SALARY: \$47,507.20