



POSITION DESCRIPTION

TITLE: Technology Director (Full-Time, Wage Employee)

DEPARTMENT: Administration

EXEMPTION STATUS: Non-Exempt

REPORTS TO: CEO

COMPENSATION:

HOURS: 40 Hours /Week

PRIMARY FUNCTION:

The Technology Director establishes, plans, and administers the overall policies and goals for the information technology department. The Director analyzes the needs of different departments and determines ways to meet business objectives by modifying existing or developing new information processing systems. The Director manages the research and selection of IT equipment, applications, and supplies.

KEY ROLES (Essential Job Responsibilities):

- Research, purchase, and implement all technology devices. Examples include but are not limited to, desktop computers, laptop computers, projectors, iPads, iMac, printers, VR devices, TVs & monitors, webcams, security cameras, and IP phones.
- Provide on-going user support for all technology devices listed above.
- Fully support, configure, maintain, and upgrade Club's email, internet network (wireless and wired), website, and any other software related applications.
- Maintain oversight of membership and donor databases and its applications.
- Assist personnel through training and support for all software applications.
- Ensure that the website stays organized, updated, and user friendly to maximize usefulness to staff, members, parents and community members.
- Assist with the technology setup, operation and teardown of Club related special events.
- Develop relationships with third-party vendors. This may include, internet & phone providers, network administrators, audio and visual companies, and security camera companies.
- Build polished, internal and external facing deliverables
- Collaborate with other departments to develop and maintain efficiencies

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff, management, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Monitor and/or develop opportunities to partner with outside agencies through grants, donations or monetary acquisition at reduced rates to maintain the highest standards in technology for Club members and faculty. Communicate to outside partners the numerous ways we help youth succeed through use of technology.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university, or equivalent experience
- Extensive experience with the Windows and Mac operating systems
- Advanced skills in Excel and Word that include pivot tables, graphs, charts, mail merge, etc.
- Proficient with MS 365 Exchange Admin, Teams, SharePoint, Meraki, Salesforce, and Constant Contact
- Knowledge of HTML, CSS, Power Bi, and PHP
- Analytical and problem-solving skills
- Excellent written and oral communication skills
- Ability to work independently and stay organized
- Able to prioritize needs and objectives and meet deadlines, individually and as a team leader

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.