

Southwestern Union Conference

Job Description

Job Title:	Information Systems Director	Type of Position:	Hours Per Week <u>N/A</u>
Location:	Burleson, Texas	Full Time	<u>X</u>
Department:	Information Systems Services	Part Time	<u> </u>
Reports To:	Southwestern Union Treasurer	Intern	<u> </u>
		Exempt	<u> X </u>
		Nonexempt	<u> </u>

Position Summary:

The Director is a member in good and regular standing of the Seventh-day Adventist church who responsible for strategic planning, oversight and coordination of all projects, operations and services provided by the ITS Department. This position carries the responsibility to ensure a comprehensive security defense is in place and tested. It is the Directors responsibility to ensure kind and service-oriented support is provided to all union and conference employees.

Scope of Responsibility:

Manages all operations and projects within the ITS Department. Ensures that the ITS Department operates within the annual budget. Has oversight of all aspects of security hardware and software implemented. Initiates annual reviews of ITS policies. Supports the local conferences ITS departments

Recommended Education/Experience:

Bachelor's degree in computer science with technology certifications or equivalent experience. Four years' experience in IT project management, and supervising IT personnel.
Knowledge of network security, operating systems, network devices and computer hardware.

Knowledge and Skill:

Knowledge of principles, policies, and beliefs of Seventh-day Adventist Church.
Knowledge of Southwestern Union Conference policies, church structure and organization.
Advanced command of English language skills, including proficiency in verbal and written form.
Ability in strategic planning, leadership and organization.
Must possess advanced ability to effectively present facts and recommendations in oral and written form. Ability to work well with others; always communicating in a kindly service-oriented Christian manner.
Ability to effectively handle confidential information/situations.
Maintain high degree of loyalty and support for ITS team, Southwestern Union Conference and the Seventh-day Adventist church.

Contacts, Organizational Relationships:

Contact with church leaders and outside organizations as well as Southwestern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image. Must exhibit ability to effectively handle confidential information/situations. Maintain a high degree of loyalty and support for the Seventh-day Adventist Church , the Southwestern Union Conference and ITS team.

Physical Requirements:

Must be able to read, speak and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, sitting, walking, bending, kneeling, carrying of computers, servers, switches, etc. in up to 50 pounds is required. Must be able to travel in all parts of the Southwestern Union Territory under varying conditions. May be required to travel outside the Southwestern Union Territory for training or committee meetings.

Working Conditions:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary and some irregularity in hours.