IASB JOB DESCRIPTION
Current as of September 19, 2022

Job Description for Director of Information Technology

Organization

Founded in 1913, the Vision of the Illinois Association of School Boards is excellence in local school governance supporting quality public education.

Job Title and Classification: Director, full-time, exempt

Position Information

Department:	Office of the Executive Director
Reports to:	Executive Director
Office Location:	Springfield IL

Position Summary

The Director of Technology provides leadership regarding all aspects of the Association's technology needs including delivering strategic long-range planning, cybersecurity framework, IT budgeting, and efficient and effective technical support services.

ESSENTIAL FUNCTIONS OF THE JOB

- Leads development and implementation processes for associations IT systems.
- Directs and manages all technology systems and resources, including audio-visual, communications, security, VOIP phone system, servers, company network, workstations, third party applications and all other technology systems.
- Analyzes IT infrastructure and systems performance to assess productivity levels and upgrade requirements and needs.
- Directs end-user technology support for staff.
- Directs the activities of technology personnel including establishing goals and evaluating performance.
- Serves as the Office 365 administrator and manages the day-to-day operations of Office 365 within the Association.
- Develop an onboarding and training program for new hires to the Association.
- Advises the Executive Director on the Association's strategic plans and goals regarding technology.
- Advises the Executive Director regarding the development and implementation of technology policies and procedures
- Advises the Executive Director and CFO regarding budget and other matters affecting technology activities

- Research new products, programs, and emerging business technology trends and make recommendations as appropriate for their implementation at IASB.
- Identifies, designs and oversees security safeguards for all Association networks, systems and applications
- Provides training to Association staff as needed regarding cybersecurity and other technology systems and applications.
- Assumes periodic travel to the Lombard office, scheduled and impromptu.
- Attends the Joint Annual Conference in Chicago annually and performs duties as assigned
- Participates in appropriate professional development offerings as needed.
- Practices reliable and consistent attendance and punctuality.
- Performs other duties that may be assigned.

EDUCATION and/or EXPERIENCE REQUIREMENTS

Bachelor's degree in computer sciences or related field and experience directing IT programs and services.

REQUIRED COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:
- Expertise in computer systems, cybersecurity
- Familiarity with the latest technology for IT systems and management
- Ability to multi-task and troubleshoot technical problems
- Experience with strategic planning and budgeting
- Attention to detail and organization
- Ability to exercise a high level of discretion
- Excellent written and verbal communication skills including ability to communicate effectively with users
- Ability to work independently with minimal supervision

Preferred:
- Project management experience
- Customer service experience

SPECIAL CONDITIONS OF EMPLOYMENT:

Physical Demands

Must be able to lift, move and safely handle boxes and materials up to 25 pounds and be able to hear and speak as necessary to perform the functions of the position.

The employee must have a valid driver's license. Mileage and reasonable travel reimbursement is provided.

Conduct Standards

The highest of moral and ethical standards is demanded in accordance with the IASB Staff Standards and Staff Core Values. Employee conduct standards and other aspects of employment are addressed in the IASB Employment Handbook.

DISCLAIMER

This job description may be changed at any time and is not a contract with the individual employee(s). IASB retains its right to change this job description and assign or reassign duties and responsibilities to this job at any time.