

JOB DESCRIPTION

TITLE: Information Technology Officer
DEPARTMENT: Information Technology
FLSA CATEGORY: Exempt
GRADE: 12
LAST UPDATE: January 2003

GENERAL FUNCTION:

The Information Technology Officer is responsible for the overall direction, implementation, coordination, and support of all computer systems, web development, telephone, copier and fax technology at [Association]. Performs some network, telephone, and building security administration.

RESPONSIBILITIES:

1. Develops and maintains IT annual operational and capital budget.
2. Directs and manages IT personnel including use of outside consultants.
3. Evaluates and recommends the purchase of new or upgrades to existing hardware and software.
4. Oversees the day-to-day administration of the network and the installation, maintenance, and upgrade of various software applications.
5. Participates in strategic planning for the organization.
6. Ensures association compliance with organizational software and hardware standards.
7. Manages and maintains the internal email communication system.
8. Oversees and manages the security of the network and telephone systems.
9. Supervises and maintains [Association]'s telecommunications infrastructure, copiers, and fax related functions.
10. Coordinates and manages modifications to [Association]'s enterprise association membership management software system.
11. Performs other incidental related duties as assigned and required.

EDUCATION, TRAINING AND EXPERIENCE:

- REQUIRED:**
1. Minimum Bachelor Degree in Computer Sciences, related field or equivalent combination of education, certifications and experience.
 2. Minimum of five years network and desktop management experience.

Emergency Nurses Association
JOB DESCRIPTION

DESIRED:

1. 10 years experience in desktop and network operations.
2. Certified in Novell and/or Microsoft platforms.
3. Knowledge of database applications being utilized by the Association.

WORKER ATTRIBUTES:

1. Strong verbal, written and organizational skills being able to written and organizational skills being able to work with all levels employees and external vendors.
2. Ability to independently manage multiple projects and operational goals.
3. Ability to exercise high level of discretion and independent judgment.
4. Ability to multi-task and troubleshoot technical problems.

JOB IMPACT:

Errors committed in the course of performing the duties of this position could impact the efficiency of the network operations and slow performance causing disruption to end-users and possible corruption to sophisticated network and database systems thereby costing the association money.

WORK ENVIRONMENT:

Work involves occasional lifting and moving of computer equipment, exposure to electrical currents and related hazards. Usage of VDT's and keyboard equipment 80% of the time.

JOB RELATIONSHIPS:

SUPERVISED BY:

Executive Director

EMPLOYEES SUPERVISED:

Technical Support Specialists, Database Analyst, Online
Service Manager, Facility Manager, Project Manager

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given by this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.