



**PLAINVIEW, TEXAS**

## **IT DIRECTOR**

Rate: \$ 29.06 - \$32.22 DOE

### **Description:**

The IT Director oversees Center IT requirements and operations including maintenance of network, database administration for electronic health records, and other software. Supervises the IT team while working closely with management and external vendors. Researches and recommends solutions to present and future needs of the Center and identifies challenges that affect the long-term goals of the organization. Directs the network, development, and disaster recovery efforts of the Center.

### **Duties and Responsibilities:**

- Supervises the IT team daily. Lead the day-to-day operations of the department by ensuring that the department exhibits internal customer service when assisting Center employees.
- Keep Center policies and procedures up to date and identify opportunities to improve. Understands the long-term goals/needs of the Center and recommends a short-term and long-term plan to maintain the security and level of efficiency.
- Use different software package applications which perform numerous computations, arithmetic, and logic operations to arrange, sort and/or manipulate data.
- Prepare briefings, reports, and evaluations as to systems efficiency and utilization to CEO.
- Install and repair computer hardware, software, and peripherals.
- Responsible for accessing data from and transferring data to various local, state and/or federal databases.
- Other duties as assigned by CEO.

### **Education, Training & Experience:**

- High school diploma or GED.
- Graduation from an accredited 4-year college or university with a major course work in business, computer science, communications, or related field, is preferred.

- Education and experience may be substituted for one another.
- Experience in systems support work preferred.
- Experience in UNIX preferred.
- Must have a valid TX driver's license and be insurable.

**Employee Benefits at Full time Include:**

- 100% health coverage for the employees
- Employer Paid Term Life Insurance
- Employer - Match Retirement Contribution (up to the first 5% )
- Optional Dental, Vision, Life and Aflac Products
- 13 Paid Holidays per Year
- Supportive work environment

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