Information Services Director

Terrell, TX

Rate - $95,000 – 125,000 DOE

Description

The position is responsible for establishing, maintaining, securing and managing the on-premise core and distributed computer system and networking infrastructure, along with access/ user administration for cloud-based connected software as a service (SaaS) systems and wide area network WAN infrastructure to effectively support Lakes Regional Community Center's business operations across a twelve-county catchment area. The IS Director supervises multiple staff in the management of:

- Implement and maintain security protocols to safeguard sensitive health information in compliance with HIPAA and Texas HHS requirements.
- Monitor and manage risk related to data integrity, privacy, and system availability.
- IS Daily Operations - End-user Application and Workstations, Peripheral Systems, Distributed Network Connectivity, End-user Support/ Technical Assistance Systems, Information Technology (IT) Vendor Management, and IT Equipment Purchasing.
- IS Systems Administration – Core Computer Systems and Wide Area Network - WAN Administration and Infrastructure, Software as a Service - SaaS Systems Administration.
- SaaS Systems User Access and User Role Coordination and Management
- Electronic Health Records and Texas HHS State System - EHR Clinical Data Reporting, Analytics, and Management
- Software Application Development and Maintenance related to Financial and Clinical Data Reporting and Data Logistics
- Internet-facing Company Website and Facebook Page Management

The Information Services Director is part of the Executive Management Team and reports directly to the Chief Executive Officer.

Knowledge, Skills & Abilities:

Supervisory skills, project management/team building skills, ability to analyze and draw effective conclusions, organizational skills, IT Infrastructure skills, ability to prepare and manage departmental budgets, and ability to effectively communicate directly and through the development of reports.

**Education, Training, &
Experience:**

Bachelor's degree from an accredited college or university with major course work in computer science, computer information/ technology systems, data processing, or a related field. Three (3) years of full-time experience managing and supporting computer systems across a wide area network WAN and cloud-based software as a service SaaS user interface. One (1) additional year of experience as described above may be substituted for each year (30 semester hours) of college, with a maximum substitution of four (4) years. Must have a thorough knowledge of relevant laws, procedures, and cybersecurity methodologies and protocols. Must have a current Texas driver's license and proof of vehicle insurance.

Employee Benefits at Full Time Include:

•   Employer-Cost Sharing of Health Insurance (Includes 50% of Elected Dependent Coverage)

•   Employer-Paid Short-Term Disability Insurance

•   Employer-Paid Term Life Insurance

•   Employer-Match Retirement Contributions (up to 5% of Base Salary)

•   Optional Dental, Vision, Life and Long-Term Disability Insurance

•   Public Service Loan Forgiveness

•   13 Paid Holidays per Year

•   2 Weeks Paid Vacation per Year with Graduating Accrual Rate

•   2+ Weeks of Paid Sick Leave Per Year

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