



LifePath Systems Position Description

Identifying Information

Director of Management Information Systems		Administration	
Position Job Title		Division Name	
Employee Name	New Hire Start Date	Current Position Start Date	
2295 Bloomdale, McKinney, Texas	CFO		
Work Office Location	First Level Supervisor	Division Administrator	
☒ Supervisor	☐ Non-Supervisor	☒ Exempt	☐ Non-Exempt

General Description

Under the general direction of the Chief Financial Officer, this Director of Management Information Systems will provide technology vision and leadership in the development and implementation of the Center's information technology (IT) program. The position is charged with overseeing the data, security, maintenance, and network for LifePath Systems including managing the overall technology roadmap. The Director should conceptualize how technology is to be utilized at the center as well as setting the technical strategy for the Center to enable it to achieve its goals, including both current and future technology that will drive the Center's success.

The Director operates as the conduit between customers (consumers, internal employees, and external stakeholders) and Management Information Services (MIS) guiding the delivery of technology projects while keeping the user interface (UI) and user experience (UX) in mind.

The Director is responsible for organizing, planning, directing, and controlling all of LifePath Systems electronic functions, including systems and programming, information security, computer operations, phone operations, and related vendor relationships. Responsible for continually analyzing the technology needs of the agency by developing "best fit" solutions that consider the diverse and challenging business needs of all customer entities as well as the variety of funding challenges. This must be done in a way that promotes an appropriate balance of long-term planning and short-term agility. Sound Project Management principles will be employed to promote accurate estimation, efficiency, effectiveness, and transparency.

The Director also establishes, implements, and administers MIS divisional policies and procedures. Acts as senior manager over all hardware, software and equipment purchases and maintenance. Responsible for disaster recovery planning and mitigation strategies. Continually monitors technical and processing priorities and methods. Trains, directs, and supervises department managers. Collaborates with Executive Management Team and leadership in other divisions to promote strategic alignment and the achievement of agency objectives. Cultivates professional associations and collaborations at the local, regional, State and National level that promote the achievement of objectives.

Additionally:

- Provides strategic and tactical planning, development, evaluation, and coordination of the information and technology systems for the Center.
 - Continuously refines the technical vision for the Center and produces plans for implementation of new technology and products.
- Leads the MIS Department.
 - Including, but not limited to recruiting, hiring, training, disciplining, and evaluating direct staff in order to ensure efficient and effective department operations.
- Develops and implements user-training programs.
 - Schedules and provide periodic training programs for users.
- Adheres to established Center policies and procedures in purchasing equipment.
- Ensures that all information systems and networks operate according to internal standards, external accrediting agency standards, regulatory agencies, and legal requirements, including HIPAA security standards. Assures ongoing compliance with industry standards, laws, and regulations regarding medical and financial privacy issues including all aspects of stewardship of sensitive information transmitted and stored electronically.
- Directs and organizes IT- related projects.
 - Demonstrates competency and confidence in implementing, executing, and understanding project details. Serves as Project Manager when appropriate, defining specific product releases and managing project teams through development, deployment, and rollout of all products.
- Establish a business continuation plan to identify critical activities which contains plans for continued operations of long/short term emergencies and identify location of backup files, programs, documentation, and alternative processing sites.
 - Prepare for long/short term emergencies so that business continues by selecting a location for backup files, documentation, and processing.

Education, Training and Experience (including licensure and certification)

- Bachelor's degree in Information Technology, Computer Science, or related field from four-year accredited College or university. Master's degree in Business or related Information Technology field preferred.
- 10 years professional Information Technology/Management Information Systems experience with at least 5 years at Director level and 5 years of Project Management.
- Preferred experience with large company with multiple locations. Health or mental health care experience a plus.
- Drivers must have a current and valid Texas driver's license and be approved for automobile liability coverage under the Fund.

Knowledge, Skills, and Abilities

- Ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Skills in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance.
- Working knowledge of data center operations, network support and applications development and support with expertise in at least one area.
- Programming functions, application knowledge of microcomputer hardware, software, and programming languages.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in trouble shooting LAN/WAN conductivity and security issues.
- Possess strong leadership skills with excellent verbal and written communication skills
- Ability to:
 - Interpret laws, rules, and regulations affecting the Center's information security and healthcare information privacy,
 - Logically and realistically evaluate systems and procedures,
 - Keep up with developments in information technology and recommend and implement appropriate solutions,
 - Recognize, analyze, and resolve network problems,
 - Evaluate and assign staff for efficient operation of the department,
 - Build an appropriate support network utilizing internal and external resources,
 - Understand interoperability of systems in order to systematically approach and resolve issues,
 - Manage processes and people successfully,
 - Recognize staff's abilities and delegate accordingly, communicate effectively; and to plan, assign, and supervise the work of others.