

Title: Director of Information Technology

Division: Information Technology

Supervisor: Chief Administrative Officer

Job Status: Full Time, Exempt /On site

Salary: \$85,000 - \$95,000 per year

If applying through our website, please send the following via e-mail to dbrigham@hsp.org:

SUBJECT LINE: Director of Information Technology

- Letter of Introduction (that specifies how your experience, knowledge and skills match the identified duties, responsibilities, and requirements of this position)
- Your Resume
- Contact info for 3 Professional References

Summary of Position: The Director of Information Technology (DIT) is responsible for the overall performance and availability of the organization's information systems. The DIT advises the organization on technology matters and coordinates Library's staff and contractors' activities with HSP's mission, vision, values, strategic plan, and goals.

Primary Duties Responsibilities:

General IT Administration:

- Select and implement suitable technology to streamline all internal operations and optimize their strategic benefits
- Design and customize technological systems and platforms to improve customer experience
- Plan the implementation of new systems and provide guidance to IT professionals and other staff within the organization
- Approve purchases of technological equipment and software and establish partnerships with IT providers
- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance
- Direct and organize IT-related projects
- Monitor changes or advancements in technology to discover ways the organization improve services
- Analyze the costs, value, and risks of information technology to advise management and suggest actions
- Assist in grant writing for information technology projects

System Administration:

- Linux system administration, including familiarity with multiple Linux operating systems and distributions
- Windows network administration
- Configure and manage DNS and DHCP services and other network infrastructure
- MySQL performance tuning
- Bash and Perl scripting for automated backups data transfer
- Server and storage planning and virtualization
- Plan and execute system updates

- Maintain and support internal and external process management and help desk ticketing systems
- Maintain and oversee support for the VOIP telephone system
- Maintain and oversee support for the building security system

Software & Database Development:

- Oversee design and development of HSP's public-facing authentication and authorization systems and information discovery systems, including the Patron Access Link, Discover online catalogue, HSP Encounters genealogy database system, the Digital Library, and other web-based database systems and services using PHP, Java, Perl, CSS, and HTML
- Assist in development of interfaces for MARC, Dublin Core, EAD, and XML database records for indexing in public discovery systems
- Oversee and manage support for HSP websites, including hsp.org, digitalhistory.hsp.org, and philaplace.org, digitallibrary.hsp.org, discover.hsp.org

Network and Computer Security:

- Establish and enforce network and computer security policies
- Monitor and maintain firewalls to protect all internal and external servers and personal computers
- Configure system-wide Windows network policies to protect against virus, malware and phishing attacks
- Respond to security breaches, viruses and other security issues

Digital Services:

- Support the activities of the digital services department, including establishment of metadata standards, mass digitization projects, metadata entry, DAMS and HSP's rights and reproductions service

Other:

- Represent the Society externally
- Perform other duties as assigned

Qualifications and Skills:

- Proven experience as an IT Director or in similar managerial role
- BS/BA in information science, computer science, or related field required plus five (5) years of professional experience, or a combination of the above. MS/MA preferred
- Preferred experience in managing nonprofit organizations
- Excellent knowledge of IT systems and infrastructure
- Background in designing/developing IT systems and planning IT implementation
- Solid understanding of data analysis, budgeting and business operations
- A strong strategic and business mindset
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Effective oral and written communication, including phone skills
- Superior analytical and problem solving skills
- Hands-on team player who can also operate independently
- Must be organized and have a high level of attention to detail

- Self-confident, collaborative, knowledgeable and an analytical thinker
- Must demonstrate good judgement and the ability to take action as appropriate
- Ability to handle daily work details accurately as well as other projects, and dive in and learn the business