

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Information Systems Director	Type Of Position:	Hours Per Week <u>N/A</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Information Systems	Part Time _____	Exempt <u>X</u>
Reports To: Southern Union Treasurer	Intern _____	Nonexempt _____

POSITION SUMMARY:

The Director is responsible for strategic planning, implementation, coordination, and operations of the IS Department. Overseeing the infrastructure operation and support tasks. This position also carries with it the responsibility to completely manage the virtualization infrastructure and private cloud.

SCOPE OF RESPONSIBILITY:

- Manage all areas of responsibilities within the department.
- Work with SUI team on initiatives, and operations.
- Oversee all purchases and accounts.
- Manage projects.
- Conduct Research and testing.
- Manage and setup the virtualization infrastructure (VMware).
- Ensures the IS department operates within the assigned annual operating departmental budget.
- Attend appropriate meetings relative to his/her responsibilities as called by the NAD and/or General Conference and to otherwise interact with union counterparts.
- Other responsibilities as assigned by the Treasurer.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree in computer science or related field.
- Four years experience in administration, preferably within the SDA organizational structure.
- Current technology related certifications (ex: MCSE, VCP).
- Knowledge of network and computer hardware and software.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image. Must exhibit ability to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for director, department, Southern Union Conference and the Seventh-day Adventist church.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours