|  | **POSITION TITLE:** Senior Director of Information Technology  **CAMPUS OR TEAM:** Ministry Services/Central Support  **REPORTS TO:** Executive Director of Ministry Services **SALARY** **HRS PER WEEK:** 40+Position summary This position’s goal is to maintain and support the ministry of CedarCreek Church by equipping staff and campuses with the appropriate technology to meet their needs, by guiding the church through new technology trends, and by offering technical solutions to the challenge’s ministries encounter.  The Senior Director of Information Technology is a tech specialist who has a wide array of skillsets. They manage network equipment such as firewalls and wireless points, are proficient in cloud (Azure) and local Windows server environments with Active Directory and Exchange, have a firm grasp on the latest Windows and Apple operating systems as well as Adobe suites, can perform hardware and software repairs on desktops and laptops, build custom computer solutions, and are fluent in website hosting and design. Having PHP/HTML, WordPress, phpMyAdmin, cPanel, MySQL experience is a plus. This position requires good judgment (security), the ability to multitask 5-10 projects, being on call for emergencies on weekends or nights, people/communication skills, a solid work ethic, and creative problem solving with an attention to detail. POSITION RESPONSIBILITIES:  * Order, build, and maintain ~300 computers (servers, desktops, laptops, tablets) as needed. This may include repairing directly or sending for repairs as needed. This also includes building and deploying images and possibly building custom solutions such as kiosks, check-in stations, or touch-screen gaming systems. * Maintain computer networks (firewalls/routers for port forwarding, content filters, fiber optic between locations and data center, wired networks at each location, UniFi Wi-Fi private and public networks at each location) to ensure traffic is shaped appropriately. This includes maintaining DHCP, DNS, and domain controller servers in the network. * Maintain campus phone/fax lines and phone system hardware/programming. * Oversee copy machine installation and programming at all campuses. * Ensure campus-to-campus network video signal is prioritized and reliably transmitted between campuses on the weekend with Resi.io equipment. * Ensure Internet Campus network video signal is encoding properly and sending to the streaming provider as designed, ensure the schedule is set on both the encoder (Resi) and the website (Sardius.media), and handle any embed code changes as needed (App content updates are handled by departments). * Oversee user accounts (email, logon, file shares, printers) in a Windows Server Active Directory environment with centralized storage, synced to Azure AD. * Manage in-house Exchange Server (required for hybrid sync) and external Office 365 Cloud based email for communications. * Maintain Backup Software to ensure nightly/weekly backups of data to local and off-site storage at the data center * Manage centralized Anti-Virus solution for PC computers. * Manage software licensing for Adobe, Microsoft, and others to ensure compliance. * Manage copyright licensing renewals for the church (production handles reporting). * Manage MDM solution for MacOS/iOS/TVOS devices (Mosyle). * Maintain the web server back-end and website system (content is handled by Communications). We currently use Webflow.io for the main site and WordPress on a cPanel Linux backend and host ~8 websites. This number varies as we consolidate or launch temporary sites. * Maintain Microsoft Azure Virtual Machine running our Rock RMS system (production and development environments). * Maintain mobile app contract and basic construction (weekly content is handled by Communications). * Respond to Support Tickets submitted to you via CreekHelp.com in a timely manner and work quickly to get them resolved. * Be available for end-user support/training and on call for emergencies. * Handle all yearly renewals of Domain Names, Anti-virus licenses, remote login software licensing, QuickBooks subscriptions, SSL certificates, Firewall support licensing, software licenses such as Adobe/Azure/Microsoft, etc. * Keep financial records of all recurring online services/subscriptions charged to your department’s account (such as Dropbox, Vimeo, Spotify, Mailchimp, SurveyMonkey, Teamwork, etc.). * Oversee Security Camera NVR software functionality (CompleteView) at each campus. * Push the church forward by keeping systems updated, migrating to new technologies as warranted, and replacing outdated gear where needed. * Any other responsibilities not specifically outlined above that directly support the mission of the church through technology.  POSITioN REQUIREMENTS:  * Being a tithing Missional Member in good standing at CedarCreek Church * Attendance at a weekend service and in a Group or on the DreamTeam * Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church * Honoring the CedarCreek Church Staff 10 Points of Accountability  MEASUREMENTS: The position will be evaluated by the following quantifiable measurements:   * Response rate to open Support Tickets on CreekHelp.com * # of users awaiting repairs or deployments of systems * Overall satisfaction with services provided to the staff with a teacher’s heart  ACCOUNTABILITIES: The position will also be held accountable for the following:   * Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam * Maintaining good fiscal responsibility, stewarding resources with excellence * Maintaining unity within all Departments, Campuses, and Ministry Areas * Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times  Disclaimer Nothing in this job description restricts the right of the Position’s Direct Report to  assign or reassign duties and responsibilities to this job at any time. This is an at-will  position and can be terminated at any time.  **ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:**   * **Climbing**. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.** * **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. * **Kneeling.** Bending legs at knee to come to a rest on knee or knees. * **Crouching.** Bending the body downward and forward by bending leg and spine. * **Crawling.** Moving about on hands and knees or hands and feet. * **Reaching.** Extending hand(s) and arm(s) in any direction. * **Standing.** Particularly for sustained periods of time. * **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. * **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. * **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. * **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. * **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. * **Grasping.** Applying pressure to an object with the fingers and palm. * **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. * **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. * **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. * **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.   **Physical requirements of this position.**   * **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.   **The visual acuity requirements including color, depth perception, and field vision.**   * The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.   **The conditions the worker will be subject to in this position.**   * None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.) |
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