



## IT DIRECTOR ROLE DESCRIPTION

The IT Director powerfully supports CHCC's vision through resourcing ministry and education teams to increase their reach and impact with the information technology (IT) infrastructure. The IT Director leads our IT outsource provider to deliver top-tier support; by aligning technology to the strategic priorities of the church. By coordinating and troubleshooting, the IT Director supports the data/information, network and technology systems within the church.

## RESPONSIBILITIES

### Lead Technology Resources for Maximum Impact

- Oversee the deployment, monitoring, maintenance, development, documentation and support of high quality, reliable IT systems, networks and end-user support services
- Chart IT strategic direction based on CHCC's mission and field best practices
- Establish and maintain standards for all IT hardware, applications and software support
- Develop and implement IT operations and security policies
- Renew IT licenses to be in full compliance and in line with the allocated budget
- Develop and manage the IT budget at or under allocated cost
- Oversee vendor processes and vendor contract management

### Oversee Our IT Outsource Vendor Contract (Nexustek)

- Serve as the main liaison with IT infrastructure service provider
- Direct and manage IT Infrastructure in a 24x7 environment including Datacenters, Networks, Systems, Client Services and Telecom at or above 99.9% availability
- Manage outsource contract at or below allocated cost
- Monitor and evaluate service to ensure it is in line with service level agreements

### Purchase and Manage IT Inventory

- Maintain current, accurate record of deployed equipment and property receipts
- Manage systematic technology equipment replacement plan
- Submit annual budget projections to support technology equipment replacement plan
- Purchase IT Inventory in line with approved budget and established Accounting practices

### Support Our Church Management System and Oversee Outsourced Vendors

- Serve as the on-campus co-administrator of CCB
- Manage the database system vendor contract at or below allocated cost
- Ensure excellence in performance
- Manage licensing and budget related to the database
- Establish and apply standard for database rights/privileges for staff and volunteers
- Approve staff and volunteer accounts and privileges

### Recruit and Lead a Highly Effective Volunteer Team

- Build a culture defined by love and unity
- Train, lead, and direct volunteer teams for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement

### Ensure Accurate, Timely Response to Communication Requests

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Set interview appointments, share about area resources, and answer questions
- Build trust by maintaining confidence of information
- Respond to all requests with professionalism, discretion and service-orientation

### **Perform Other Duties and Tasks as Assigned**

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

#### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Facilities Services Director
- Attend department and All-Staff meetings

## **REQUIREMENTS**

- Degree in Computer Science
- 10 years relevant work experience, with at least 5 years in Leadership experience
- Master's degree in related field is preferred

## **WHO WE ARE**

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

## **WHO YOU ARE**

### **You Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

### **You Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold CHCC's Essentials of Our Faith

**SUPERVISOR:** Facilities Director

**POSITION TYPE:** Full Time, Exempt

**HOURS PER WEEK:** 40 Hours

**SALARY RANGE:** \$68,157 - \$105,646

**BENEFITS:** Eligible, Health, Dental, Vision, 403(b), Paid Vacation and Sick