

HEAD OF TECHNOLOGY

POSITION SUMMARY:

The Head of Technology is responsible for implementation of the Diocesan Technology Strategy and insures that a yearly audit would occur to update and enhance the strategy. This position would serve as the Technology consultant to all diocesan entities for potential new projects and would manage all vendor relationships as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

(Other duties may be assigned)

- Work with the Technology Council to understand strategy and define policies.
- Implement the agreed upon technology strategy and goals defined by the Technology Council including but not limited to:
 - Improve technology infrastructure to maximize chancery and parish productivity, data security, and cost efficiency.
 - Execute a digital media strategy. Channels include but are not limited to: e-commerce, web, email, social media, mobile, apps.
 - Implement and monitor SEO and SEM strategies to increase rankings and quality of site traffic.
 - Supervise the installation, replacement, and upgrade of software.
- Select and manage our partner for outsourced infrastructure and network management
- Provide ongoing support, advice, consultation and resources regarding technology and digital media projects.
- Lead our technology partnership with the LA Archdiocese and manage the implementation of the San Jose project.
- Deliver data analytics for the chancery and parishes to help our leaders to be decisive in helping grow parishes
- Represent the Diocese of San Jose in meetings related to Technology.
- Work as a member of the chancery team by promoting the mission and philosophy of the Catholic Diocese of San Jose.

THIS POSITION SUPERVISES: Third party IT outsourcing company and vendor relations. Provide oversight to other Information Technology Department staff, vendors, and partners.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- At least 7+ years of relevant work experience as a software developer, program manager in high-growth tech companies
- At least 3+ years of experience managing a team.
- B.S. degree in Computer Science or equivalent experience
- Excellent communication skills.
- Strong programming skills preferred, specifically *Ruby on Rails*
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Customer service oriented
- Active in ministry in your home parish
- Passion for the mission of the Catholic Church

Language Skills: Excellent oral and written communications skills, as well as effective communication with all levels and excellent interpersonal communication and presentation skills.

Computational Skills: Strong programming skills preferred, specifically *Ruby on Rails*

Technical Skills: Proficiency in Ruby On Rails, the framework for our technology platform, deep understanding of cloud infrastructure and how to utilize it for enterprise environments.

OTHER REQUIREMENTS: Must be a practicing Catholic. Ability to articulate and communicate the vision, mission, and philosophy of the Diocese of San Jose. Ability and willingness to operate within complex, culturally and economically diverse environment, including a multicultural workforce.

HOW TO APPLY: Please submit a resume and cover letter to Christina Dickson at: jobs@dsj.org