

## **DIRECTOR OF INFORMATION TECHNOLOGY**

### **POSITION SUMMARY:**

The Director of Information Technology is responsible for driving the strategic direction of Information Technology to support and improve the Diocese of San Jose's business processes and mission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Provide oversight to other Information Technology Department staff, vendors, and partners.
- Build an IT ecosystem that is focused on customer service.
- Develop and ensure the successful implementation of an IT strategy that will improve IT infrastructure, support and improve business processes, and provide high-quality support to staff.
- Recommend, design, and implement infrastructure, systems and processes to design an Enterprise IT environment.
- Be a team player who collaborates and consults with key stake holders to create best practices for technological processes throughout the Diocese
- Oversee the planning and development of organizational web applications
- Setup and manage web servers
- Strengthen foundational IT systems, including: backup, disaster recovery, business continuity, data security, systems management, and automation.
- Plan and ensure successful implementation of backup, disaster recovery, and business continuity systems.
- Oversee the successful evaluation and testing of existing systems, and/or implementation of new systems for data security and cloud services.
- Evaluate all business processes to determine how technology can improve company workflows.
- Ensure the security of all IT systems.
- Manage all technology procurement, budgeting, and vendor relationships.
- Create and maintain documented IT policies, including: data security, data backup and retention, acceptable use, etc.
- Interview, hire, train, supervise, and evaluate Technology Department staff and outside vendors.
- Supervise the installation, replacement, and upgrade of software as needed.
- Define and oversee implementation of best practices for software management and compliance.
- Represent the Diocese of San Jose in meetings related to Technology.
- Participate in activities that further professional growth of self and IT staff.
- Maintain and ensure strict confidentiality of information.

- Work as a member of the team by promoting the mission and philosophy of the Catholic Diocese of San Jose.

### **ADDITIONAL RESPONSIBILITIES:**

Provide ongoing support, advice, consultation and resources regarding digital media strategies. Carry out the Bishops' strategic plan for digital evangelization and contribute to the Diocesan mission in accordance with its Catholic identity.

- Execute a digital media strategy that drives revenue (so as to afford further staff) and evangelical engagement. Channels include but are not limited to: e-commerce, web, email, social media, mobile, apps.
- Create community engagement across social media channels, including Facebook, Twitter, Instagram and Youtube.
- Implement and monitor SEO and SEM strategies to increase rankings and quality of site traffic.
- Set up and optimize Google Analytics and other measurement tools for digital marketing campaigns across a variety of digital channels.
- Disseminate marketing campaigns and work cross functionally with departments responsible for content development.
- Work with the Communication department to develop and ensure messaging and content consistency

### **QUALIFICATIONS:**

- At least 7+ years of relevant work experience.
- At least 5+ years of experience managing a team.
- B.A. or B.S. degree or equivalent education required.
- Demonstrated experience in recommending, designing, and implementing infrastructure, systems, and processes in an Enterprise IT environment.
- Excellent communication skills.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Knowledge in the Catholic Church work setting strongly preferred.

### **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.