

JOB OPENING ANNOUNCEMENT I.T. DIRECTOR

CENTRAL CALIFORNIA LEGAL SERVICES

Central California Legal Services provides high quality legal services to indigent residents across six counties in California's central San Joaquin Valley, the richest agricultural region in the country, and also the region with the highest level of concentrated poverty. CCLS is committed to legal advocacy that will change the systems that breed the poverty that lies at the root of our clients' legal problems.

Position:	Information Technology Director
Experience:	5 years in computer and software implementations + 2 years in a leadership position
Application Deadline:	Open until filled
Location:	Fresno
Term of Employment:	Permanent Full Time
Other:	FLSA Exempt
Salary:	DOE & certifications \$58,272.00 to \$75,888.00 per year

To Apply: Please e-mail cover letter, résumé, and three references to:

Manuel Romero, Director Administration
mromero@centralcallegal.org

POSITION DESCRIPTION

Our new I.T. Director will work not only as a manager, but as a "techie" that will implement computer systems and software, working directly with our Director of Administration to oversee all I.T. (Information Technology) functions in program offices.

The I.T. Director works with the Management Team to ensure that CCLS database software meets compliance requirements of CCLS funding sources, including, LSC, IOLTA and other grantors.

The I.T. Director manages all of CCLS's technology operations and implements new I.T. systems and policies. The successful applicant will provide the functional and specialized support for the installation, maintenance, security, and integrity of the technology deployed in program offices.

The I.T. Director must be demonstrably knowledgeable in I.T. and computer systems, including website and VoIP telephone system administration, have a solid demonstrable technical background with success in managing projects, and must be able to manage and motivate people. The ideal candidate will be experienced in creating and implementing I.T. policies and systems that will meet objectives.

The goal is to ensure I.T. systems and people are effective and functioning within the limits of budget, time and specifications of CCLS.

RESPONSIBILITIES/DUTIES

The responsibilities of a successful I.T. Director are many, and around the clock. Additionally, CCLS has specific duties required of the position, including but are limited to:

- Oversee all technology operations (e.g. end user support, network and systems administration, network security, website administration) and evaluate them according to established goals
- Overseeing the agency phone system
- Evaluating all technology operations according to established goals
- Establishing and implementing IT policies and systems to support the strategies set by upper management
- Analyzing the requirements of all departments to determine their technology needs
- Devise and establish IT policies and systems to support the implementation of strategies set by upper management
- Work as a liaison between staff and technology vendors (e.g. Case Management System software vendor) to ensure smooth communication and support
- Analyze the business requirements of all departments to determine their technology needs
- Recommend for purchase efficient and cost effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to upper management
- Implement said upgrades upon procurement
- Coordinate third party computer scientists, technicians and other professionals who will provide guidance
- Control budget and report on expenditure
- Assist in building relationships with vendors and creating cost-efficient contracts

ADDITIONAL REQUIREMENTS

- Proven experience as IT director or similar role, with direct experience implementing as well as strategizing.
- Experience in analysis, implementation and evaluation of IT systems
- Experience in design and implementation of Content Management Solution based websites and supporting components.
- Sound understanding of computer systems (hardware/software), networks etc.
- Experience in controlling information technology budget
- Excellent organizational and leadership skills

- Outstanding communication abilities
- Experience in legal services and/or large law firm a plus
- BS in computer science, engineering or relevant field; MS will be a plus
- Relevant, current, perishable Microsoft and/or CompTIA certifications a plus
- Ability to travel as needed, proof of liability and property insurance on vehicle used
- Additional duties as assigned

SALARY/BENEFITS

Salary \$58,272.00 to \$75,888.00 per year DOE and certifications; benefits include medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional dues paid by CCLS; if qualified, participation in the School Loan Reimbursement Assistance Program,

CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply.

POST DATE: 6/20/18