JOB VACANCY ANNOUNCEMENT

Opening Date: January 25, 2021
Closing Date: Until Filled

Position: **Director of Information Technology**
Reports to: Vice President of Finance

Salary/Wage: Grade E26; $137,417.54 - $151,720.06/YR DOE

Hours: Monday – Friday; 8:00am – 5:00pm

Department: Information Services
Location: ASNA/SSMH

**Brief Summary:**
Under the general direction of the Vice President of Finance, the Director of Information Technology provides management, vision and leadership for developing and implementing information technology initiatives. The Director of Information technology oversees all information systems and technology support for the Arctic Slope Native Association (ASNA), and administers and maintains operating stability and efficiency of the network.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Job Functions:**
- Participate in strategic and operational governance processes of the business organization as a member of the senior management team.
- Lead IT strategic and operational planning to achieve business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
- Develop and maintain an appropriate IT organizational structure that supports the needs of the Arctic Slope Native Association.
- Establish IT division goals, objectives, and operating procedures.
- Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.
- Develop, track, and control the information technology annual operating and capital budgets.
- Coordinate and facilitate consultation with stakeholders to define Department and systems requirements for new technology implementations.
- Ensure continuous delivery of IT services to end users through monitoring of IT systems performance.
- Ensure IT system operation adheres to applicable laws and regulations.
- Develop, implement and oversee an ongoing risk assessment program targeting information security and privacy matters; recommends methods for vulnerability detection and remediation.
- Oversee information security infrastructure (e.g., firewall, VPN, Intrusion Detection systems) to detect and prevent hacker intrusions.
- Following all policies, works with the VP of Finance on negotiating, establishing and/or renewing contracts.
- Develop, implement and test disaster recovery and business continuity plans.
- Define and communicate plans, policies, and standards for the organization for acquiring, implementing, and operating IT systems.
- Review hardware and software acquisition and maintenance contracts and, in consultation with executive team, pursue master agreements to capitalize on economies of scale.
- Supervise recruitment, development, retention, and organization of all IT staff in accordance with budgetary guidelines and personnel policies.
- Coordinates staff; plans, prioritizes and assigns tasks and projects.
- Remains current on trends and technology changes; evaluates new hardware, software and related equipment for functionality and fit to current operating environment and user needs.
- Participate in information systems planning, research, development and implementation
- Scheduling of major system repairs and upgrades.
- Establish and maintain effective work relationships with ASNA Departments.
- Travel to outlying villages as required.
Desired Knowledge, Skills & Abilities

- Strong working knowledge in systems administration, network problem analysis, programming and hardware configurations. Working knowledge of information systems including computer hardware, networks, software and peripherals.
- Expert level understanding of today’s threat landscape and information security architectures, as well as applicable laws, regulations, and compliance frameworks.
- In-depth knowledge of business and management principles involved in strategic planning, resource allocations, leadership techniques, production methods and coordination of people and resources.
- Detailed knowledge of security systems such as anti-virus, firewall, intrusion detection, proxy server, VPN, vulnerability assessment systems, etc.
- Knowledge of Network and Application protocols, including but not limited to IP, TCP, UDP, FTP, HTTP, HTTPS, DNS, DHCP, routing, etc.
- Demonstrated ability to communicate and write accurately, clearly and concisely. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to deal professionally, courteously, and efficiently with the public and to remain calm under stress. Good interpersonal skills and ability to work in a cross-cultural environment.
- Demonstrated ability to handle multiple assignments, balance priorities, and make decisions quickly. Good problem solving and organizational skills.
- Ability to maintain confidentiality.
- Proficient knowledge of Microsoft software, such as Word, Excel, Access, Exchange and Outlook. Proficient knowledge of internet, email and desktop publishing software. Knowledge of SharePoint, RPMS/EHR, Microsoft Great Plains, and QS1 preferred.
- Support ASNA’s mission and goals; follow all policies and procedures.
- Demonstrate knowledge of Joint Commission standards applicable to all services provided within the department.

Education & Experience:

- High School diploma or general education degree (GED).
- Bachelor’s degree in pertinent field such as, but not limited to Computer Engineering, Information Technology.
- Ten years’ experience in Information Technology, with a record of increased responsibilities and duties.
- Three years’ of supervisory or management experience in the field of information technology.
- Prefer candidate with hospital IT experience

Certification/Licensure

- Valid State of Alaska Driver’s License.
- Network or Systems Administrator Certificate, preferred.
- Preferred MCSE, CCNA, ITIL, COBIT

Contact:  Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29  •  Barrow, AK 99723  •  907.852.9204  •  FAX 907.852.6217
applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.