



## Alaska Industrial Development and Export Authority

### Position Description

|                                    |  |
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| <b>PCN</b>                         | <b>08-0401</b>                                     |
| <b>POSITION TITLE</b>              | <b>INFORMATION TECHNOLOGY DIRECTOR</b>             |
| <b>LOCATION</b>                    | <b>ANCHORAGE</b>                                   |
| <b>RANGE</b>                       | <b>25</b>  |
| <b>REPORTS TO</b>                  | <b>AIDEA COO (08-0206) &amp; AEA COO (08-0466)</b> |
| <b>FLSA EXEMPT</b>                 | <b>YES</b>   |
| <b>REVIEWED BY (NAME AND DATE)</b> | <b>MEGAN SCHMIDT – SEPTEMBER 2022</b>              |
| <b>APPROVED BY (NAME AND DATE)</b> | <b>MEGAN SCHMIDT – SEPTEMBER 2022</b>              |
| <b>EFFECTIVE DATE</b>              | <b>09/2022</b>                                     |

#### POSITION PURPOSE:

The Information Technology Director leads the Authorities' information technology (IT) strategy ensuring efficient and effective technical service and delivery to AIDEA/AEA. The IT Director position also provides critical leadership for all technology initiatives in alignment with overall organizational goals.

#### ESSENTIAL FUNCTIONS:

- Leads the development and implementation process for the Authorities' IT strategy with a focus on network, systems, and security infrastructure.
- Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergencies or data loss.
- Establishes efficiency and efficacy standards; provides recommendations to leadership for improvement of IT infrastructure.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics, and needs.
- Oversees the security of systems, networks, and enterprise information.
- Facilitates IT security audits or investigations.
- Manages IT department's annual budget; develops and maintains relationships with external IT vendors and service providers; oversees purchases, contracts, vendors and projects; and serves as the project manager for IT-led projects.
- Develops, implements, and enforces IT policies specific to AIDEA/AEA or as required by State of Alaska, Office of Information Technology.
- Analyzes business requirements of stakeholders/users to determine their technology needs.

- Supervises technical staff; coaches and manages IT staff by organizing, assigning projects, and providing feedback to members of the IT team; hires and trains IT staff and ensures learning and development plans are met.
- Stays abreast of technology trends, new developments, and best IT practices.
- Performs other related duties as assigned.

**CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong leadership and project management skills.
- Technical operations experience implementing and maintaining IT infrastructure such as hardware, servers, networks, enterprise resource planning software, customer relationship management systems/software and security.
- Cybersecurity knowledge as well as mobile implementation and management.
- Experience managing budgets.
- Thorough understanding of data-processing principles required to manage complete IT systems for an organization.
- Knowledge of current applications and trends in networks and systems technology.
- Ability to analyze information related to computer technology to assist in directing Authority leadership in the selection of software and hardware.
- Strong interpersonal and communications skills with technical and non-technical audiences.
- Ability to exercise strong judgment in analyzing, appraising, evaluating and solving problems of a difficult procedural, organizational, administrative or technical nature.

**DESIRED QUALIFICATIONS:**

- Bachelor’s degree in Computer Science, Management Information Systems or related fields, and at least 8 years of experience in IT operations management, IT project management, technical implementation and maintenance of IT systems; professional work-related experience may be substituted on a year for year basis in lieu of Bachelor’s degree.
- Experience with IT infrastructure to include server hardware, operating systems, networks, and enterprise applications.
- Experience with program and systems analysis.
- Experience with Windows server administration, Microsoft SharePoint, Microsoft SQL Server, Microsoft Dynamics 365 Business Central, Dell server administration, Cisco networking and voice technologies and enterprise firewall management.

**POSITIONS SUPERVISED BY THIS POSITION:**

| PCN      | Job Title          |
|----------|--------------------|
| 08-0X037 | Analyst Programmer |
| 08-0227  | MIS Administrator  |
| 08-X076  | Systems Programmer |