

# National Center for Policy Analysis Job Description

**Job Title:** Director of Information Technology (IT)  
**Department:** Online  
**Reports to:** Chief Operating Officer  
**FSLA Status:** Salaried

## **SUMMARY:**

Information Technology (IT) Director oversees all of the activities of the NCPA's IT department and additional activities assigned by the Chief Operating Officer (COO).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- IT systems and Facilities Management
- Business Continuity & Disaster Recovery planning and implementation
- Maintaining organizational security (IT Audits, PCI Compliance & Penetration testing, Software license management)
- Planning projects and budgets for the department
- Analysis and revamping of existing business processes
- Monitor trends in the technological market place ensuring proper strategic planning
- Voice and Data communications support and management
- Server administration for both Windows and virtual server platforms
- Remote systems monitoring and "On-Call" coverage after business hours
- Coordinating with management and other departments for strategic technological goals

## **EXPERIENCE AND EDUCATION:**

The position requires extensive experience with information systems, programming, consulting and management. A four year, high tech/business degree such as Management of Information Systems and equivalent work experience in technical field is required.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

None, other than those described above.

## **PHYSICAL DEMANDS:**

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools and to handle other computer components.
- Occasional inspection of cables in floors and ceilings.
- Lifting and transporting moderately heavy objects up to 75lbs.

## **WORK ENVIRONMENT:**

This position requires technical collaboration with upper management, technical employees, non-technical employees, donors and other end users. The department operates in a team-focused environment with a strong work ethic and a "can-do" attitude.

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