

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Director

DEPARTMENT: Information Technology Services (NAD-ITS)

SUPERVISOR: NAD Treasurer

REMUNERATION GRADE/RATE: Full-time, Exempt

LOCATION: Columbia, Maryland

POSITION SUMMARY: The Director serves as advisor and facilitator to all areas of the Information Technology Services program in the North American Division. This includes coordinating the functions and activities in the planning, implementation, coordination, and operations of all computerized data collection resources. The director coordinates the activities of the Information Technology Services Department with the total activities of the Seventh-day Adventist Church.

AUTHORITY, ACCOUNTABILITY: Authority as defined by the North American Division *Working Policy*. Responsible for directing the administrative activities of the Information Technology Services Department in accordance with North American Division policy and objectives. Responsible to the corporate church body, through assigned Vice President, for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church. Director is responsible for recommending selection, transfer, and/or termination of department personnel following approval by the designated supervising Officer and appropriate administrative or human resources committee.

ESSENTIAL JOB FUNCTIONS

- Manages department in order to provide quality service, in areas of analyzing, programming, networking, E-mail, hardware, hosting, installation, training, data center management and other computer related areas.
- Creates an IT strategy in consultation with NAD Administration for what services and applications to develop for future needs of NAD.
- Orders, approves, evaluates, approves payment and monitors arrival of purchases such as software, hardware and other products.
- Manages departmental operating and capital budgets for ITS.
- Oversees development of software and hardware standards for NAD.
- Works with ITS team to develop and implements computer security policy and procedures to be compliant with relevant regulation including HIPAA, PCI DSS, GDPR, and state regulations.
- Run an incident response team and maintain its readiness to respond to data breaches and security incidents.
- Leads the NAD Technical Standards Committee to foster a community of IT professionals working in NAD organizations, where best practices, standards, and opportunities for cooperation can be identified.
- Provides regular training, mutual sharing of experience, and introduction of strategic vendors at NAD Technical Standards Committee, and provides open invitations to all IT professionals at Adventist institutions in NAD.
- Member of NAD Technical Standards Committee and serving as secretary to the committee.
- Develops, maintains various computer software, hardware, training, ISP's and other related contracts as they pertain to the North American Division office and other Seventh-day Adventist organizations.
- Coordinates work of the ITS Department with that of other NAD departments, services and with the administration of the NAD, especially when prioritizing software development and hosting projects.
- Advises NAD administration and other NAD departments on issues pertaining to technology including risks to privacy and security, contracts, new technologies and applications, and possible collaborations within and outside NAD.

- Guides and coordinates activities of associate directors, team leaders and other personnel engaged in carrying out ITS Department responsibilities in accordance with the purposes, procedures, and policies of the Seventh-day Adventist Church.
- Reviews workloads, schedules, itineraries, and status of ongoing projects in order to plan further activities.
- Responsible for developing, motivating, and measuring ITS staff.
- Ensures that staff productivity and morale remain high.
- Responsible for resolving conflicts that arise among staff members.
- Ensures that the ITS Department operates within assigned annual operating department budget.
- Obtains supervisors and supervising Vice-President's concurrence of any fund-raising projects and any department-initiated contracts (stipend, employment, independent).

EDUCATION/Certifications/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) in Information Science or related field required. Graduate degree preferred. Experience in administration at higher levels of church organization, i.e., director of the Information Technology department of conferences, unions, divisions, and/or denominational institutions. Five or more years of senior level management and supervisory experience required. Comprehensive knowledge of microcomputer equipment and software and a broad understanding of hardware, networks and software development. Desired Certifications: CGEIT—Certified in Governance of Enterprise IT, GIAC Information Security Fundamentals (GISF), MCSE – Microsoft Certified Systems Engineer, CISA—Certified Information Systems Auditor.

KNOWLEDGE AND SKILL: Specialization within the area of Information Technology. Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership, and organization. Ability to perform administrative functions; to develop long- and short-term plans and programs; to effectively evaluate work accomplishments; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

If interested in the above position, please visit our website [CLICK HERE](#) to complete an NAD Employment Application. Or send an email to jobs@nadadventist.org and follow the instructions from response email.

This notice will not expire until the position has been filled

Posted: Tuesday, June 21, 2022, 11:00am