

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION: Director of Information Technology

FLSA: Exempt

STATUS: Full-time

INTRODUCTION:

The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position is accountable to the Director of Operations and Administration

RESPONSIBILITIES:

This position is responsible for the overall planning, organizing, and execution of all Information Technology ("IT") functions for the Bishop of Manchester and the diocesan administration in all locations. This includes directing all IT operations to meet the needs of the Bishop and the diocesan administration as well as the support and maintenance of existing applications and development of new technical solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversight, purchase, maintenance, installation, and support of all IT-related technologies including hardware, software, network, data, telephone, and applications for the diocesan administration facilities, including the Administration Building, Trudel House, and Archives.
2. Oversight, coordination, and establishment of relationships with outside contractors who provide IT assistance.
3. Maintaining inventory of all equipment purchases and ensuring that software, hardware, and other IT products are up to date. Arrange for disposal or sale when needed.
4. Assisting parishes and schools in addressing IT problems, purchases, and issues when available and time permits.

5. Oversight of the process used to continue the digitalization of diocesan records, including upgrading the software and equipment, training, and evaluating the end product.
6. Research and recommend technology advances that will support the strategic priorities of the diocesan administration.
7. Provide support for end-users of the diocesan administration information technology, including education and training for key technologies.
8. Establish a highly secure environment to prevent unauthorized access to diocesan data and technology assets.
9. Provide leadership for the diocesan administration's project management function.
10. Work with Cabinet Secretary for Temporalities to establish annual departmental and technology budget.
11. Other duties as assigned by the Director of Operations and Administration and/or the Bishop of Manchester.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's Degree in Computer Science or related field and a minimum of eight (8) years of experience within Information Technology.
2. Demonstrated organizational ability, skills, and desire for collaboration, together with ability to take initiative and work independently.
3. Ability to solve technology problems quickly and cost effectively.
4. Ability to communicate effectively and work collaboratively with all members of the organization.
5. Experience in implementing effective and innovative software development methodologies and a demonstrated aptitude for learning new technologies.
6. Experience and proficiency in the use of Microsoft products, including Microsoft Office Suite, Microsoft 365, and Microsoft Access.
7. Experience in the Azure cloud-computing platform
8. Understanding of data and cyber security best practices.

9. Ability to do long range planning, and project management; resourcefulness and flexibility to achieve planned objectives in a timely manner; and able to respond effectively and creatively to emerging needs, demands, and opportunities.
10. Ability to handle stress well, and to schedule and complete objectives under various constraints and pressures.
11. Ability to organize and prioritize responsibilities.
12. Commitment to maintaining confidentiality.
13. Must pass a background check, including a criminal history investigation in accordance with diocesan policy.

ENVIRONMENT:

1. Office - clean, well-lit, environmentally comfortable
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Occasionally required to lift, carry or move up to ten pounds
4. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
5. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional
6. Ability to work a flexible schedule, which may include night and weekends.
7. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.