

Valley View Retirement Community – Job Description

Job title: Director of Information Technology
Department: Administration
Reports to: CEO

FLSA status: Nonexempt
Classification: Admin. Support
Supervises: Asst. ITS

Position Summary: The primary purpose of your job position is to coordinate and maintain all computerized information systems. Other duties include maintaining computer hardware and software, administration of the telecommunications system, Assist with other duties as needed or assigned by the CEO.

Qualifications required:

- Must possess, as a minimum, a high school education or its equivalent.
- Must be knowledgeable of computers, data entry/retrieval, output, etc.
- Must be familiar with all departments and be able to coordinate services to meet their needs.
- Must adhere to and promote the mission and values of Valley View Retirement Community.
- Must be able to read, write, speak, and understand the English language with good communications skills

Qualifications desired:

- Post-secondary education in Information Technology, Computer Systems Management or related field is preferred.
- Previous experience managing Microsoft Windows networks and Microsoft applications is preferred: Word, Excel, Access, PowerPoint and Outlook.

Essential functions and responsibilities:

- Maintain the facility’s networks, computers, hardware, telecommunications, and other IT systems.
- Maintain and keep software up-to-date.
- Keep current inventory of software, hardware, computers, phones, and IT systems
- Maintain the phone system and add phones (wired or wireless) to the system when needed or requested.
- Perform annual Risk Assessment Surveys.
- Supervises the ITSS position.
- Adheres to the organization’s policies and procedures, code of conduct and compliance program
- Performs other related duties as assigned by the CEO

Physical demands and work environment:

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- *Physical demands:* Must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; push, pull move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet; push, pull, move, and/or carry such weight a minimum distance of 50 feet. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- *Work environment:* Subject to frequent interruptions; hostile and emotionally upset residents, family members, personnel, and visitors; injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants; exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses; the handling of and exposure to hazardous chemicals.

Approval/revision date: June 5, 2017, 3/23/2020

General sign-off: The employee is expected to adhere to all company policies while employed.
I have read and understand the contents of this job description.

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____