

JOB DESCRIPTION

JOB TITLE: Director of Technology

SUPERVISOR: Pastor

STATUS: Exempt

General Summary

PURPOSE: The Director of Technology is responsible for setting and executing technology strategy, managing technology vendors, subcontractors and budget, and ensuring the effectiveness and quality of technology support within St. Vincent de Paul Catholic Church.

The Director will collaborate with leaders and decision makers on the parish staff, ministries and other stakeholders to identify, recommend, develop, implement and support cost-effective technology solutions across the organization. The Director will work in concert with the Technology Manager of St. Vincent de Paul School by lending support as needed.

SUPERVISORY RESPONSIBILITY: All parish technology integration, including A/V oversight.

BUDGETARY RESPONSIBILITY: Communication

Major Areas of Responsibility

- Installs or directs the installation of technology (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient access to technology and services
- Authorizes permissions and individual access to applications or services for the purpose of ensuring proper access by staff and ministry leaders
- Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, access controls, software applications, network infrastructure) for the purpose of ensuring that systems are functioning properly and effectively in support of parish needs
- Assists the staff in getting data and reports, including data analysis, integration and scrubbing as necessary, to ensure that their work is completed as efficiently as possible
- Prioritize initiatives, tasks, and projects to ensure that the most critical needs are being met as effectively as possible
- Coordinate work and assistance from third-party technology vendors (currently Your Tech Guys)
- Ensure all liturgies, as approved by the Pastor, have livestream coverage, and manage and train A/V volunteers to assist
- Ensure preparation of equipment and set up for assigned events is accomplished.
- Maintain sound and video equipment including inventory, care, and replacement strategy.
- Maintain various A/V systems in the sanctuary, chapel, and Family Center
- Train volunteers in the operation of video and audio equipment, including soundboards and mixers

- Supervise the performance of assigned personnel
- Development and training programs for technology personnel
- Prepare a preliminary budget annually; analyze and review budgetary and financial data
- Control and authorize expenditures in accordance with established guidelines
- Perform related duties as assigned

Qualifications

Bachelor's degree in computer science, information systems or related field. A comparable combination of training, education, and experience in management of information systems, within a supervisory role, in public, private, military or school district may be substituted for a degree.

- Knowledge of privacy and security standards and best practices
- Experience with disaster planning, recovery and business continuity
- Maintenance contracts, service level agreements, software licensing, and leases
- IT Systems implementation, administration and maintenance
- Skilled in project planning and project management
- Systems administration and management of common network operating systems and virtualization platforms (e.g. Windows, Mac OS, Linux, VMWare)
- Working knowledge of video security and access control technologies
- Ability to assess network requirements and design, implement and manage a network to meet those needs.
 - Knowledge of TCP/IP, DHCP, DNS, VLANs, VoIP, SDN
 - Knowledge of campus cable plant and structured wiring
 - Firewalls, routing and switching (core/aggregation and edge switches, POE)
 - Site analysis, planning and design of wireless networks for density and capacity
- Provisioning and support of voice/telephony, virtual meeting and streaming technologies
- Sound funding, budgeting, and financial reporting practices
- Excellent oral and written communication skills
- Personnel recruiting, selection, supervision, development and performance management
- Interpersonal skills, including tact, patience and courtesy

Physical Demands

Regularly required to talk, hear, and listen attentively. Frequently required to stand, walk, use hands, reach, stoop, kneel, crouch, climb stairs, or crawl. Occasionally required to lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, and depth perception. Reasonable accommodation may be made in accordance with ADA and ADAAG guidelines.

Working Conditions

- Full Time, no less than 40 hours per week
- Some evening and weekend work will be required

To apply, please submit a resume and cover letter to npena@svdp-edu.org or post them to:

St. Vincent de Paul Catholic Church
Attn: Nora Pena, Business Manager
6800 Buffalo Speedway
Houston, TX 77025

Please no telephone calls