Technology Support Supervisor

St. Theresa (Memorial Park)

St Theresa is searching for a **Technology Support Supervisor** oversees jointly with the School Director of Technology all IT (Information Technology) and Audio-Visual functions in our entire organization focusing primarily on the Church. the successful candidate would:

- Manage all Audio-Visual and technology operations during services and functions, this includes weekend Masses and evening events
- Analyze the working requirements of all departments and common areas to determine their equipment, software and technology needs
- Oversee all technology operations (e.g. network security, personnel accounts and network access) and evaluate them according to established goals
- Devise and establish IT and equipment policies along with the School Director of Technology
- Purchase efficient and cost-effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to upper management
- Coordinate external IT and technology vendors and supervise technicians and other professionals
- Control budget and report on expenditures
- Assist in building relationships with vendors and creating cost-efficient contracts
- Support to Fire Alarm, Elevator and Security alarm connections wiring and monitoring. This is a shared function with the Director of Maintenance and Church Manager.

Responsibilities

The **Technology Support Supervisor** is responsible for the following systems and equipment:

- Campus computers, servers and printers (hardware and software)
- Campus network and cabling supporting internet connection, network security, access control, grounds camera/surveillance system and HVAC computer control system including remote access for all the above systems
- Sound systems in the Church, and Fellowship Hall
- Video systems in the common areas including screens, projectors and TVs.
- Phones/Fax system

The Technology Support Supervisor reports to the Church Manager.

Suitable candidates should send a cover letter and resume to Enrique Benitez at e.benitez@sttheresa.cc.