The Jewish Community Center is seeking a full time **IT Director** to join our team. This newly created position will primarily be located at our Creve Coeur location and will, as needed, be required to go to our additional locations, Chesterfield and Lake of the Ozarks.

The J has two campuses featuring state of the art fitness centers, indoor and outdoor pools, gymnasiums, early childhood education centers, an adult day center, cultural arts programs, day camps, recreational sports, etc. which serve our more than 16,000 members as well as nonmember program participants. Our third campus on the Lake of the Ozarks houses our residential camp, Camp Sabra.

Full time employees at the J are eligible for our employee benefits package including medical, dental, paid vacation, paid holidays, paid sick days, pension, 403b, life insurance, membership and program discounts, etc. We have fitness, aquatics, licensed early childhood education centers and much more on-site at each of our locations!

Summary:
Provides strategic leadership to the IT function in all areas. This role will be the face of our multi-year Digital Transformation ("J2020") to vendors, staff, and all other affected parties. Finalizing and implementing this plan will include vendor selection and negotiations, developing a prioritized implementation plan, recruiting and hiring permanent and temporary staff support for implementation, and positively leading the completion of this work with the entire Team.

Once the project is complete, this person will define the Agency's go forward IT strategy and insure that all staff is aligned and supportive of it.

Along with IT staff, this person will insure on going analysis, planning and maintenance of the information systems network, communications systems, and telephone systems, recommending and implementing decisions for changes and upgrades to increase network efficiency, and that the IT Department (and vendors) is providing hardware and software support to end users.

Responsibilities:

Strategic and tactical leadership of the J2020 Transformation as described above
- Develop and maintain the strategy and the future direction of the information systems network.
- Ensure the IT Department (including vendor-partners) is providing ongoing network support of both hardware and software; with ongoing assessment and upgrading of the system to ensure it is meeting the dynamic needs of the Agency.

Ongoing IT Department Responsibilities

- Ensure that network utilizes technology to provide staff with a fast, accurate, and secure method to access information, in order that members and program users can be serviced in a highly efficient and effective manner.
- Ensure and coordinate computer/network support relating to software and hardware problems reported by users. Ensure support is provided to staff and other constituents in a professional, courteous, and timely manner.
- Plan, implement, and provide support for all network equipment including switches, firewalls, network printers, VPNs, Wi-Fi, mobile phones and devices, servers, storage Area network phone system, remote offices, backup solutions, disaster recovery, and others as determined or assigned. Develop configuration and performance standards for network; implement and monitor controls to ensure they are maintained.
- Develop and maintain a disaster recovery plan for network. Communicates DRP to management.
- Review on a continual basis the IT department procedures and equipment for maximum efficiency while controlling costs.
- Ensure that IT department responds to technical emergencies during assigned on-call duty and performs spot checks of system security using agency-issued equipment.

Software Support – *Planning, Implementation, and Support for all software and applications*
- Install new software applications or hardware on the LAN, coordinating assistance from third parties when necessary.
- Evaluate business needs, objectives, and goals, researching products available and developing procedures to best meet those needs.
- Assist department heads and other stakeholders/program leaders in diligent selection, implementation and integration of any new software solution. Provide appropriate constituent and stakeholder training to ensure complete adoption of the solution.
- Plan, implement, and provide support for IT security: firewalls, policy development, secure remote access (SSL and IPSEC VPN), antivirus, Windows Server Update Services (WSUS), user accounts, etc.
- Develop and implement overall IT and software specific orientation and training processes for new and existing employees.

Qualifications:
- Demonstrated strategic leadership and critical thinking skills
- Bachelor's degree in Computer Science or related field from an accredited college or university; or equivalent experience in the corporate or organizational IT is required.
- Minimum of 5-10 years' experience in Microsoft and Salesforce network operating system applications.
- Project leadership experience in both hardware and software selection, implementation, and integration.
- Knowledge of the practices and principles of information system networks -- analysis, planning, design, and problem resolution.
- Ability to communicate clearly both orally and in writing.
- Ability to establish effective working relationships with vendors, contractors, and network users.

- Ability to work effectively with managers and system users to assess needs and analyze problems. Including the ability to formalize an evaluation and provide recommendations.

To learn more about the J, please see our website www.jccstl.org .

To apply, please submit your cover letter and resume to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.