

# Valley Community Baptist Church – Job Description

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**Position Title**      Technology Director

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**Purpose of Position**      The IT Director is responsible for the technology needs of Valley Community Baptist Church. The Director manages the implementation and operation of all aspects of information technology implementation, including but not limited to:

- Information systems planning and architecture design across the enterprise
- Coordination of infrastructure planning and IT activities aligned with all ministry departments
- Development and management of strategic vendor service providers
- Budgetary control and resource planning for all IT activities
- IT standards for hardware, software, network, and security resources
- Network and server installation and management
- Business application implementations and support
- Management of problem resolution processes
- Management of employee workstations
- Management of IT security
- Leveraging IT across all church ministries

*(Job description continued on next page)*

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**Candidate  
Attributes &  
Qualifications**

To be effective, a successful candidate will be a growing, committed disciple of Jesus Christ who is Evangelical and Baptist in convictions and possesses many of the following core gifts or passions:

1. Fully ascribes to Valley's *Affirmations of Faith*.
2. Ability to successfully work with people at all levels of the organization
3. B.S. in Computer Science or equivalent experience
4. Minimum 5 years of information technology experience with increasing responsibility, and a minimum of 2 years of enterprise experience, including project management and technology selection experience
5. Ability to understand church ministry needs and apply appropriate technology solutions
6. Solid understanding of and hands-on experience with network hardware, topologies, and protocols, including TCP/IP, DHCP, DNS, WINS, and other network services
7. Solid understanding of and hands-on experience with server software and database technologies
8. Experience/expertise with Microsoft backend technology is beneficial
9. Solid understanding and experience with MAC operating systems, including client installation, configuration, and troubleshooting
10. Windows operating system knowledge is a plus
11. Experience with deploying service suites and software packages
12. Software development experience is a plus
13. Excellent verbal and written communication skills
14. Positive disposition and calm demeanor; good communication skills to non-technical personnel
15. Flexible and able to work in a church ministry environment; problem-solving orientation
16. Expertise and willingness to be hands-on to solve problems

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**Key Working  
Relationships**

1. Reports to one of the Senior Ministry division leaders
  2. Works cooperatively with leaders of each ministry division and each location pastor
  3. Develops a technology leadership team to help drive best practices across the enterprise
  4. Supervises vendors and volunteers to ensure the successful completion of IT tasks.
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## **Ministry Responsibilities**

1. Manage a medium-size enterprise level technology infrastructure, including WAN, LAN, Security, Network, and Applications
2. Develop, implement, and maintain IT standards across the enterprise
3. Define the process, policies, and goals for the IT department at VCBC to support ongoing ministry
4. Work directly with ministry leaders and senior staff to understand and identify ministry-related IT needs, manage church-based software applications, and prioritize and implement IT projects, and develop solutions for ministry processes
5. Procure and/or build the underlying technology platforms and applications that will meet VCBC staff and member needs based on supportability, scalability, and cost-effectiveness
6. Provide support for existing technologies
7. Develop and manage an annual IT budget in accordance with long-term ministry goals
8. Track IT spending to ensure budgetary constraints are met

### **Current key technologies to be supported**

- MAC OS
- Office 365
- Telephone and mail systems
- Windows OS
- SharePoint
- TEAMS
- Active Directory
- Adobe Creative Suite
- Dashlane
- KnowBe4
- Zoom
- Datto Technologies – network, WIFI
- Firefox and Chrome
- CCB
- Addigy software distribution and MDM
- Screen Connect – Addigy
- Windows Server/Hypervisor
- Altoro Server Backup
- Comcast cable internet
- Comcast fiber internet
- Palo Alto firewall
- HP network switches
- Facilities systems
  - CCB/Jace HVAC integration
  - Control4
  - HouseLogix – Door Access
  - Security Cameras
- Apple TVs/Smart TVs

**Physical Requirements**

The ability to work and function independently. While performing the duties of this job, the employee is may be required to stand, walk and sit, and requires sufficient hand, arm, and finger dexterity to operate computers. At times, this position requires physical work and lifting objects up to 50 pounds. Requires visual acuity to read words and numbers, as well as speaking and hearing sufficient to communicate in person or over the phone.

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**Employment At-Will:**

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

**Exempt:**

Yes

**Status:**

Full-time

**Date:**

January 12, 2021