

IT Director Job Description

In this role, you will provide general oversight of the IT infrastructure, provisioning, planning, installation and operation. You will be responsible for researching and planning for implementation of the most recent technologies in the industry. Tasks include managing the system hardware, operating systems, software, and procedures that adhere to the firm's values and goals. The overall role is to enable partners and staff to effectively work and minimize their time spent on IT.

Responsibilities:

- Provide overall IT governance for the firm
- Plan, implement and monitor changes in infrastructure configurations
- Install new servers and configure hardware
- Develop and maintain system standards
- Perform daily backup operations
- Perform system monitoring for security purposes
- Monitor Service Desk for tickets assigned to the queue and process first-in first-out based on priority
- Work with team to enhance current technologies to improve client services
- Communicate regularly with executive management on information technology
- Manage IT staff, which includes hiring, training, guidance, and discipline
- Develop best practices and written documentation for all server maintenance
- Oversee the provisioning of the end-user services
- Manage the financial aspect of IT development
- Manage hardware and software vendor relationships

Requirements:

- Bachelor's Degree in Information Systems, Business, Communications or related field
- MBA or equivalent
- 8-10 years of relevant technical experience

Position Type: Full Time

Job Type: Experienced

Salary: 125k