



Position: IT Director

Job Vacancy Notice#: RC-12-06

Location: The Rock Church – IT Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 4 April 2006

Closing Date: Open Until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: This individual will provide direction and leadership for the computer operations of the church's administrative information processing in all areas of technology. Primary focus is the delivery of services using the latest in technologies in the market place. This individual will also act as liaison between Executive Staff and vendors ensuring accurate quotes and deliverables suitable to the needs of the church. Assigns and schedules work, or delegates work to subordinates and reviews work. Interprets policies, purposes, and goals of organization to subordinates. Participates in decisions concerning staffing and promotions within department for professional, technical, and clerical staff capable of meeting current and future needs. Analyzes department work flow and worker's job duties to recommend reorganization or departmental realignment with the organization. Directs education and training of subordinates. Consults with department heads and staff to define equipment needs and provides recommendations. Reviews reports of computer and peripheral malfunctions and maintenance to ascertain costs and plan department operating changes. May assist staff to diagnose and solve computer equipment problems. Provides the framework for planning and communication with Executive Staff and Board of Directors. Achieves desired results through the use of budgets, proper contracts, and efficient decision making. Implements the installation and operation of information systems and equipment. Builds or recommends systems with capabilities which reflect the highest state of technical sophistication consistent with the church's needs. Ensures security of church's databases and information systems. Ensures church makes maximum use of information systems by providing for the education and training of principal users. Ensures rapid, accurate and efficient processing of church's workload by use of computer-based systems. Consults with management to determine information requirements of management and staff to determine boundaries and priorities of new projects, and discuss system capacity and equipment acquisitions. Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project. Reviews and evaluates project feasibility studies based on management requirements and priorities. Prepares progress reports to inform management of project status and deviation from goals. Contracts with management specialists, technical personnel, or vendors to solve problems. Recommends insights that contribute to overall church strategic management. May prepare proposals and solicit sale of systems analysis, programming, and computer services to outside organizations. May participate in technical projects, such as writing equipment specifications or developing computer programs for specified applications. The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Executive Pastor / Chief Operations Officer.

Qualifications & Requirements: Christ-centered behavior, (i.e., treating people with dignity, respect, compassion and integrity at all times). Customer service oriented mindset with pleasant, professional personality and appearance. Minimum 6 years of experience in IT Management and Network Engineering. Excellent leadership skills. At least 2 years of management experience. Experience managing a team of programmers and help desk technicians. Good verbal and written communication skills. Excellent organizational skills. Ability to recognize and maintain confidentiality as appropriate. Ability to work well under pressure and in a fast paced working environment. Ability to think promptly and professionally. Ability to establish and maintain effective working relationships with supervisors, employees and service representatives. Experienced in conflict resolution. Self-motivated and flexible in nature to handle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities. Signed acknowledgment of the Rock Church Statement of Faith. Regular involvement in the Rock Church activities and events. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply please visit the website at www.therocksandiego.org and fill out the application and email application and resume to hr@therocksandiego.org. Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.