Title: Director of Information Technology  
Date: 3-15-2022  
Division: Information Technology  
Accepted:  
Supervisor: Chief Administrative Officer  
Approved:  

Summary of Position: The Director of Information Technology (DIT) is responsible for the overall performance and availability of the organization’s information systems. The DIT advises the organization on technology matters and coordinates IT staff and contractors’ activities with HSP’s mission, vision, values, strategic plan, and goals and objectives.

Primary Duties Responsibilities:

General IT Administration:
- Select and implement suitable technology to streamline all internal operations and optimize their strategic benefits
- Design and customize technological systems and platforms to improve customer experience
- Plan the implementation of new systems and provide guidance to IT professionals and other staff within the organization
- Approve purchases of technological equipment and software and establish partnerships with IT providers
- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance
- Direct and organize IT-related projects
- Monitor changes or advancements in technology to discover ways the organization improve services
- Analyze the costs, value, and risks of information technology to advise management and suggest actions
- Assist in grant writing for information technology projects

System Administration:
- Linux system administration, including familiarity with multiple Linux operating systems and distributions
- Windows network administration
- Configure and manage DNS and DHCP services and other network infrastructure
- MySQL performance tuning
- Bash and Perl scripting for automated backups data transfer
- Server and storage planning and virtualization
- Plan and execute system updates
- Maintain and support internal and external process management and help desk ticketing systems
- Maintain and oversee support for the VOIP telephone system
• Maintain and oversee support for the building security system

Software & Database Development:
• Oversee design and development of HSP’s public-facing authentication and authorization systems and information discovery systems, including the Patron Access Link, Discover online catalogue, HSP Encounters genealogy database system, the Digital Library, and other web-based database systems and services using PHP, Java, Perl, CSS, and HTML
• Assist in development of interfaces for MARC, Dublin Core, EAD, and XML database records for indexing in public discovery systems
• Oversee and manage support for HSP websites, including hsp.org, digitalhistory.hsp.org, and philaplace.org digitallibrary.hsp.org, discover.hsp.org

Network and Computer Security:
• Establish and enforce network and computer security polices
• Monitor and maintain firewalls to protect all internal and external servers and personal computers
• Configure system-wide Windows network policies to protect against virus, malware and phishing attacks
• Respond to security breaches, virus infestations and other security issues

PC Support:
• Provide user support for Windows 10 and various office applications, including Office365
• Oversee PC maintenance and repair

Digital Services:
• Support the activities of the digital services department, including establishment of metadata standards, mass digitization projects, metadata entry, DAMS and HSP’s rights and reproductions service

Other:
• Represent the Society externally
• Perform other duties as assigned

Qualifications and Skills:
• Proven experience as an IT Director or in similar managerial role
• Experience in managing Library Technical Services
• Excellent knowledge of IT systems and infrastructure
• Background in designing/developing IT systems and planning IT implementation
• Solid understanding of data analysis, budgeting and business operations
• A strong strategic and business mindset
• Excellent organizational and leadership skills
Outstanding communication and interpersonal abilities
Effective oral and written communication, including phone skills
Superior analytical and problem solving skills
Hands-on team player who can also operate independently
Must be organized and have a high level of attention to detail
Self-confident, collaborative, knowledgeable and an analytical thinker
Must demonstrate good judgement and the ability to take action as appropriate
Ability to handle daily work details accurately as well as other projects, and dive in and learn the business
MS/MA in information science, computer science, or related field

Status: Exempt

Job Posting Information:

Pay Type: Salary
Job Status: Full Time Exempt
Minimum Salary/ Hourly Rate: $70,000
Maximum Salary/ Hourly Rate: $75,000

Please Send VIA EMAIL to dbrigham@hsp.org SUBJECT LINE: Director of Information Technology

- Letter of Introduction (that specifies how your experience, knowledge and skills match the identified duties, responsibilities, and requirements of this position)
- Your Resume
- Contact info for 3 Professional References