

**PACIFIC PRESS® PUBLISHING ASSOCIATION**  
**JOB DESCRIPTION**

**POSITION TITLE:** Director of Information Technology Services

**REPORTS TO:** Vice President of Finance

**SUMMARY:** Directs the overall operation of the Information Technology Services (IT) department. Responsible for operations, programming, systems analysis, networking and hardware support, and related support activities for all IT. Collaborates with Management to determine projects and operational priorities. Administers Pacific Press Publishing's computer resources to ensure their effective utilization in meeting corporate objectives. In all assigned matters, exercises discretion and independent judgment. Provides technical direction by performing duties as a Senior Network Administrator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- I. Responsible for establishing and maintaining software and hardware systems to support current needs and to meet current and future corporate objectives. Oversees the implementation of these systems. Evaluates the current system for effectiveness.
- II. Establishes (for the IT department) internal operational procedures and controls. Ensures that objectives are met, and takes corrective action when necessary.
- III. Prepares reports for review by management, detailing project status, cost/benefit analysis, product evaluation, audit, and security controls.
- IV. Interact with other departments in developing new projects.
- V. Monitors and reports to Management, progress on programs and priorities as set by Management.
- VI. Develops and recommends to the Vice President, an annual departmental budget; monitors and manages fiscal operations of the department within budget.
- VII. Directs the activities of IT staff. Assigns and monitors projects, and recommends courses of action and alternatives to staff.
- VIII. Continues to develop and enhance the skills of IT personnel to ensure familiarization with assigned areas of responsibility and increased technical ability.
- IX. Evaluates IT personnel for effectiveness and efficiency to ensure continued employment and pay increases.
- X. Recommends personnel requirements to meet the workload of the IT department.
- XI. Performs the duties of a Senior Network Administrator as required by workload and project demands.
- XII. Continually reviews available literature to remain updated on new systems, and capabilities and stays informed of current technical issues through resource journals, trade magazines, and interfacing with people in the industry.
- XIII. Works a flexible schedule that may require extended nighttime and/or weekend hours as required for system configurations and/or emergency problem resolutions.
- XIV. Maintain regular attendance at work.
- XV. Comply with Pacific Press employee handbook guidelines.
- XVI. This job description is not intended to be all-inclusive; the Director of Information Technology Services will also perform other reasonable related business duties as assigned by the Vice President of Finance.

**EXPERIENCE:** Minimum of 5 years experience in supervision required.

**EDUCATION:** BA degree in computer science, business, or an equivalent combination of experience and training which would provide knowledge and skills to successfully perform the duties of this position.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at will" employment relationship with Pacific Press.

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Acknowledgement

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Date