



**Director of Information Technology (IT)
JOB DESCRIPTION**

Position Title:	Director of Information Technology (IT)	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Information Technology (IT)		
Reports to:			
Last Update:	March 1, 2018		

Job Summary

Responsible for managing and directing IT operations for Roosevelt General Hospital and attached rural health clinics. Responsibilities will include, but are not limited to, providing leadership and technical advice to lead the IT department, develop effective strategies for deploying technology and software, working with hardware devices and within software applications and managing schedules and deployment contracts.

Essential Functions

- Oversee the daily workflow, staffing, orientation, training and developing of employees within the department
- Develop strong business relationships with vendors, negotiate pricing terms and conditions of IT agreements
- Collaborate with other managers and supervisors in a team setting to reach organizational IT goals
- Communicate information concepts, technology processes and facilitate interactions between IT professionals, vendors, clients and staff
- Utilize creativity to seek innovative solutions for IT workflows across the organization
- Utilize and maintain an effective departmental budget, evaluate expenses and reduce unnecessary waste
- Review the performance of IT systems to determine operating costs, productivity levels, and upgrade requirements
- Manage security of network, systems and enterprise information
- Act as the hospital liaison between all outside, contracted IT vendors and service providers working with the organization
- Support IT team clinical analysts' with data reports and data abstraction within the software applications for such things as ACO quality measures, MACRA/MIPS reporting and meaningful use reporting across the organization
- Manage and act as project manager or delegate task (as appropriate) for all IT related projects, upgrades, etc.
- Create and maintain IT policies and guidelines for the department and organization
- Benchmark and make recommendations for the improvement of the IT infrastructure/ IT systems
- Ready facility for IT security audits, surveys or investigations
- Establish and maintain the necessary IT controls to guarantee that process standards are met
- Demonstrate confidence in self and others and motivate others to perform well

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean
- Complete annual education requirements
- Maintain patient confidentiality at all times
- Report to work on time and as scheduled
- Wear identification while on duty
- Maintain regulatory requirements, including all state, federal and local regulations
- Represent the organization in a positive and professional manner at all times
- Comply with all organizational policies and standards regarding ethical business practices
- Communicate the mission, ethics and goals of the organization
- Participate in performance improvement and continuous quality improvement activities
- Attend regular meetings and in-services

Qualifications

- Bachelor's Degree in computer science, information systems, or a related field is required
- Two to three years of management and/or supervisory experience preferred
- Knowledge of Allscripts and/or McKesson Paragon software products preferred

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office programs, ability to troubleshoot software issues and manage different operating systems
- Strong understanding of IT operations including service desk, desktop and server support, networking, network security and computer operations
- Knowledge of computer systems and corresponding support requirements
- Strong analytical skills in budgeting, planning and policy maintenance and development for IT across an organization
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations in a professional manner

Physical Requirements and Environmental Conditions

- Working irregular hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date