



**Bellarmino**  
College Preparatory

## ***Director of Information Technology***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

The Director of Information Technology provides the vision and leadership for designing, developing, and implementing IT initiatives that create organizational value. Responsibilities include overseeing, influencing, and directing the School's IT infrastructure and applications evolution to ensure key business strategies and processes are driven by systems that enable change, growth, and flexibility. The Director must ensure that the IT infrastructure is reliable, secure, cost efficient, and strategically sound, supporting the School's current and future needs in a value-add, cost-effective manner.

Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

#### **❖ LEADERSHIP**

- Lead, develop, and implement IT initiatives that provide leading edge technical solutions in the school's educational and workplace environment.
- Lead, motivate, and develop IT staff in order properly and effectively to support current and future technological needs.
- Develop and maintain long term IT strategic plan that aligns with educational and organizational strategies.
- Provide regular and proactive communications regarding project status and/or special requests and manage expectations accordingly.
- Lead, develop, and implement IT security practices to manage and reduce associated risk.
- Effectively balance and manage multiple priorities.

#### **❖ PLANNING**

- Lead and coordinate the implementation of IT infrastructure to ensure key business strategies and processes are adequately supported by underlying scalable systems.
- Develop plans and associated budgets, manage schedule and cost performance accordingly.
- Develop and manage hardware and software lifecycle plans.
- Oversee analysis and evaluation of IT staffing requirements in order to support organizational requirements effectively, including make vs. buy decisions, outsourcing vs. in-house provisioning, etc.
- Identify and develop strategic cost-effective partnerships with key IT suppliers, licenses and contracts, vendors, and consultant organizations.
- Translate organizational needs and process improvements into system solutions, making maximum use of available tools while ensuring longer term supportability of the underlying architecture.

## ❖ EFFICIENCY & EFFECTIVENESS

- Identify and lead the implementation of necessary application systems and ongoing maintenance to support ever evolving organizational needs effectively.
- Direct and support implementation of timely software and hardware upgrades.
- Develop and maintain IT policies and procedures on an ongoing basis for ensuring consistency in standards and best practices.
- Establish and measure IT performance relative to cost, value creation and customer satisfaction in the key areas of operating systems, telecommunications, network management, and desktop support.
- Lead and coordinate selection, installation, operation, support, and maintenance of our information technology infrastructure (e.g. operating systems, networks, telecommunications, hardware, and peripherals).
- Oversee and direct necessary IT training for all users (Employees and Students) as necessary.
- Collaborate with other department heads in conceptualizing, developing, and launching technology-based products, processes, and services.
- Develop reliable metrics for hardware, software, and storage while ensuring strategic capacity planning.
- Implement a cybersecurity program and controls to minimize associated risk.
- Perform other duties and/or projects as may be assigned.

### **Minimum Qualifications/Skills:**

- Bachelor's Degree in Programming, Computer Science, or related field from an accredited institution.
- Significant management experience in an IT environment.
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision.
- Demonstrated technical Expertise in the areas of Cyber Security, Network design and architecture, Disaster Recovery and Design, Endpoint Security and MDM, Server Virtualization, Remote Connectivity (MS Teams), MS365.
- Demonstrated understanding and knowledge of other business disciplines, including finance and human resources.
- Verifiable track record of effective leadership which includes both empowering and motivating employees to solve ongoing short-term needs while maintaining a high level of user satisfaction.
- Ability to establish credibility at all levels, inside and outside the organization.
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with colleagues at all levels.
- Demonstrated acute attention to detail in performing job functions.

### **Preferred Qualifications:**

- Experience providing IT solutions in an educational, governmental, or non-profit environment.
- Ability to communicate effectively verbally and/or in writing with our Spanish speaking colleagues.

### **Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques.

- Ability to sit, stand, and/or move around the applicable working environment as needed.
- Ability to travel safely and comfortably around our campus.
- Ability to use a keyboard (or an alternative input device) and other office equipment.
- Ability to read information in printed material, on a computer screen, and/or on a mobile device/laptop for extended periods of time.

**General Information:**

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends.
- This position is eligible for Bellarmine's excellent benefits package.
- This is not a telecommuting position.

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**To Apply Online:** Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating "IT Director" in the subject line of the e-mail.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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