

JOB DESCRIPTION

JOB TITLE:	Director of Technology
EMPLOYMENT TYPE:	Full Time
HOURS PER WEEK:	40
REPORTS TO:	Community Pastor

JOB OVERVIEW:

The Director of Technology will oversee all aspects of technology at Riverwood, from the day-to-day management of systems, networks and hardware, to the technology required each weekend to produce our services. The Director will direct purchases, regular maintenance, upgrades, and troubleshooting of our technology as well as recruit, train, schedule and manage volunteer teams needed to operate the various systems. In general, the various I.T. / Tech departments are computers, networks, eVisuals, audio, lighting, and broadcast video.

TIME REQUIREMENTS:

General office hours are 9:00a.m. to 5:00p.m. Tuesday to Friday. However, each employee is expected to work out the details of their weekly schedule with their supervisor; this may include evenings and weekends.

RESPONSIBILITIES:

- Manage all of Riverwood's 30+ computers, licenses and the network that connects them.
- Manage all Internet and Wi-Fi systems in the various buildings.
- Manage scheduled backups for all computers.
- Maintain phone/front door entry system operations and audit invoicing.
- Maintain security systems; manage staff access/fobs and ensure appropriate upkeep of equipment and technology.
- Manage passwords and security for Riverwood email and major online services; implement a regular schedule for, and keep record of, all password changes.
- Oversee and manage all eVisuals, audio, stage lighting, and broadcast video technology, operations, and teams.
- Direct and manage emerging technology development projects at Riverwood:
 - Manage the move to multi-site simulcast video services.
 - Create and install image reinforcement technologies (e.g. services being broadcast to other areas of the building, advertisements on monitors around the building, etc.).
 - Assist with Riverwood's move and integration of a cloud based church wide database management system.

QUALIFICATIONS (REQUIRED):

- Proficient working knowledge and ability around Mac based systems.
- Proven working knowledge and ability with eVisuals, audio, lighting and broadcast systems.
- Strong work ethic, teachable heart and commitment to the mission of Riverwood.
- Excellent analytical and problem solving skills with a proven ability to successfully manage a rapid changing environment in IT and throughout the ministry.

RELATED EXPERIENCE (AN ASSET):

- **Network Management**
 - Operating a network with Apple Server.
 - Configuring and operating a managed switch with layer 7 visibility and control.
 - Computer backup management.
 - Managing and sharing network devices.
 - Managing a mesh wireless network and Internet connectivity.
 - Capable to execute data hookups and wiring, as needed.
 - **Domain Management**
 - Managing a hosted domain including emails, blogs, and websites.
 - **Network Design and Installation**
 - Skill set to assist with Riverwood's facility expansion from an IT perspective; designing and managing installation for such projects.
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OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our Mission and Values. Director level staff are required to complete the Riverwood Covenant Community course and be in full alignment with the commitments of Covenant Community. It is expected that all staff members make every attempt to be involved in the full life of the church, attending church services, and church functions.

DISCLAIMER: *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*