

GULF COAST TRADES CENTER

Job Announcement

Position: Information Technology Director **Position Available:** 1

Opening Date: 03/04/2019 **Closing Date:** Open until Filled

Salary: Depends on Experience **Status:** Exempt

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General Description:

Responsible for the administration and coordination of the Information Technology department and networks at the Gulf Coast Trades Center.

Reports to:

Executive Director

Supervises:

IT Personnel

Qualifications:

- College degree preferred.
- Network and IT experience required.
- Travel may be required
- Certifications may be required
- Must pass a criminal history check.
- Must pass a drug screen.

Specific Duties:

- Position is responsible for:
 - Administration and operations of the Information Technology department,
 - Oversight of departmental staff,
 - Budget development,
 - Reporting requirements,
 - Procurement of GCTC/Raven School IT equipment within the guidelines of the organization,
 - Setup and deployment of all organizational IT and AV equipment,
 - Familiarization of a virtualized environment,
 - Maintenance of accurate inventory of all IT and AV equipment, in accordance with the necessary federal, state, local, and grant requirements,
 - Maintenance of confidentiality with all information stored on the network,
 - Monitoring and resolution of issues with hardware and software,
 - Being familiar with and maintaining an HP Procure network, as well as a Cisco Firewall and iBoss web filter,
 - Being familiar with CAT 6E cable, and how to run it,
 - Maintaining multiple VLAN's,
 - Being familiar with VoIP, SIP, POTS, and cellular phones,
 - Effectively communicate, and possess the ability to prioritize revolving IT requests to maintain consistent operations,

- The position is also responsible for the development of grants dealing with high technology education and other technology driven projects for the benefit of the agency.
- Work with all departments of the agency to resolve IT issues as they arise.
- Other duties as assigned.

Contact:

Stephen Brown

Human Resources

Gulf Coast Trades Center

143 Forest Service Rd. #233

New Waverly, Texas 77358

Jobs@gctcw.org

Phone: (936) 344-7847

Fax: (936) 344-2386