

Verner Center for Early Learning  
POSITION DESCRIPTION

POSITION TITLE: <b>IT &amp; Data Specialist</b>	REVISED: 9/2021
Reports to: VP of Grants & Continuous Improvement	FLSA Status: 1 FTE Hourly
Program Split: ?	Dept. Admin

**POSITION OVERVIEW:**

The Information Technology & Data Specialist reports directly to the VP of Grants & Continuous Improvement. They are responsible for the management and application of current technology to contribute to the fulfillment of Verner's mission. In this role, the Information Technology & Data Specialist works to develop, monitor, and maintain new and existing information systems, database management, as well as employee training of software applications. Collaboration with staff, oversight of staff's use of technology, and the use of independent analyses are essential components of the position.

**QUALIFICATIONS:**

- Baccalaureate degree in Computer Science preferred.
- Demonstrated ability to initiate and lead projects in technology and staff education working in collaboration across departments and with consultants and vendors.
- Proven analytical, problem-solving and decision making skills combined with strong written and oral communications skills.
- Excellent organizational skills and the ability to meet deadlines.
- Ability to work and think independently and with good judgment.
- Ability to work cooperatively with colleagues, supervisors and volunteers.
- Flexibility; able to adjust activities and priorities and take on new responsibilities.
- Professional attitude toward work, commitment to the Verner's goals and mission.

**RESPONSIBILITIES:**

- Provide support, ongoing maintenance and security controls for desktops, laptops, servers, handheld devices and software, done either directly or through approved outsourcing arrangements.
- Oversee the network infrastructure of Verner's offices maintaining a protected barrier to the incoming and outgoing data and voice flow, done either directly or through approved outsourcing arrangements.
- Manage and administer Verner's email administrative account including calendaring and device syncing.
- Identify and drive justifiable MIS initiatives of Verner's to produce better information, controls, and efficiency.
- Develop and recommend a strategic technology plan to meet the Verner's needs and implement approved strategic technology plan.
- Recommend and manage Verner's technology budget, including procurement of approved items. Manage invoicing and track payments for significant purchases.
- Identify existing and emerging technology alternatives and evaluate appropriateness of integration into Verner's infrastructure.
- Provide oversight to Verner's databases to optimize information flow to attain desired results.

- Develop and recommend a continuing education program to ensure that Verner staff have a base level of competency in the use of existing technology.
- Collaborate with Verner staff to enhance departmental and foundation-wide systems and applications as needed.
- Manage MIS (approved) projects to ensure that they culminate in timely, fiscally sound and successful projects.
- Provide oversight to Verner’s web presence and functionality and manage the access and file security for secure login to the internal web presence.
- Manage leases and contracts for Verner’s copiers, working with the Executive Assistant for staff needs and resolving machine problems.
- Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle or feel objects, tools, or controls, talk, and hear. The employee frequently is required to reach with hands or arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ACKNOWLEDGEMENT**

I acknowledge the receipt of my job description and understand the responsibilities, duties, and requirements to perform the position. In addition, my manager has provided me with any answers to any questions I had concerning the position.

Employee Name (print)	Employee Signature	Date
Manager Name (print)	Manager Signature	Date