



Position Available: IT Director

Job Summary:

The Director of Information Technology will manage and direct the company's information technology (IT) operations, ensuring the department provides efficient and effective technical support service.

Supervisory Responsibilities:

- Hires and trains IT staff.
- Schedules, organizes, and assigns projects to members of the IT team.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities:

- Develops and is accountable to IT budget
- Coordinates security of enterprise systems and data and coordinates with the Company's Insurance Carriers
- Leads development and implementation processes for the organization's IT systems and department.
- Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- Oversees security of systems, networks, and enterprise information.
- Facilitates IT security audits or investigations.
- Develops and maintains relationships with external IT vendors and service providers.
- Coordinates multisite IT systems
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in latest technology for IT systems and management.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.
- Thorough understanding of IT and practical applications to support the company's goals.



Education and Experience:

- Bachelor's degree in Computer Science required; master's degree or MBA preferred.
- At least ten years of experience managing an IT department.

Job Specifications:

- Must be able to remain in stationary position of either sitting or standing.
- Extensive typing and 10-key use required.
- Gross grasping and use of hands and fingers required.
- Must be able to lift up to 15 pounds at times.

Travel Requirements:

- Travel as needed throughout all locations in California

Benefits Offered:

401(K) with company matching of 4% once eligible. HMO and EPO Health plans with Kaiser and Anthem, employer pays portion of premium. Basic Life Insurance provided by employer. Dental, Vision and other voluntary insurances offered. Vacation, Sick and Holiday pay offered.

To Apply

Send a resume and cover letter to employment@devilmountainnursery.com.