Perform Air International Inc.
Section VI - Attachments
Att 59.06 Job Description

Revision	Revision Date	Revision Change
N/I	12/29/23	Initial Release
1	*09/26/24*	*Revision to Qualifications*

Position Title: Director of Information Technology

Grade Level: 15-1244-19

Exemption Status: Exempt

Division: Information Systems & Technology

Department: Information Technology

Division Manager: President

Department Manager: Director of Information Technology

Immediate Supervisor: President

Duties, Responsibilities and Authority:

The Director of Information Technology is responsible for the management, strategy, and execution of IT infrastructure for the organization. They are responsible for, and has authority over, all activities of the Information Technology Department including but not limited to supervising and developing department staff, department expenses, department goals and objectives, and maintenance of department documentation. The Director of IT has responsibility for managing Help Desk requests, scheduling and monitoring system maintenance and upgrades, and tracking of Information Technology assets.

This position is responsible for the Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure. They are also responsible for monitoring, maintaining, reviewing, and revising a software update system sufficient to the organization's needs. This position is on call seven days per week, twenty-four hours per day in the event of a situation requiring the presence or intervention of technical support personnel.

The Director of Information Technology must have a strong independent work ethic and demonstrate the ability to take ownership of projects and systems and push them to completion. This position must have excellent oral and written communication skills for frequent interaction with colleagues, customers, and other project stakeholders.

This position works with the Training department to address information technology training issues and needs across the entire company.

This position must be able to lift 20 pounds routinely and 40 pounds occasionally.
This position may require travel, at the discretion of the immediate supervisor.

Qualifications:

Education: *Bachelor's degree in a relevant field, as well as __one__ of the following:*

Experience: *At least 10 years' experience in Information Technology*

Training: *At least 100 hours documented training in the Information Technology Department.*