



# JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

---

**POSITION TITLE:** IT Director

**EFFECTIVE/REVISED:** 6/09/2020

**SUPERVISOR'S TITLE:** Executive Director of Operations/CFO

**DIVISION:** Operations

**CAMPUS:**  Campus

Central

**LEADERSHIP LEVEL:**

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

**EXEMPT CLASSIFICATION:**

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

**PAYROLL STATUS:**

<input type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> PART TIME	WEEKLY HOURS: 30
------------------------------------	---	------------------

**01. Summary of Position:**

The purpose of the position is to serve as part of the Operations Team to provide Information Technology leadership, oversight, management and support for Eastside Christian Church and all of its campuses. The person in this role will stay current on leading technologies and determine their applicability to the ministries of the church.

**02. Ministerial Functions:**

- None

**03. Reporting Relationship and Responsibilities:**

- Reports to the Executive Director of Operations/CFO
- This job will provide direct supervision of Information Technology Associates (currently 1) and a part-time database manager.
- This position will work directly with all department managers/directors to ensure their technology and database needs are met.
- Oversee and manage all outside technology vendors, internet service providers, phone system vendors and other information technology providers.

- Advise and make recommendations to the Executive Team regarding information technology upgrades useful in its efforts to lead and manage the organization toward the fulfillment of the organization's mission and goals.

#### **04. Duties and Responsibilities:**

- Oversee and manage the support for all servers, internet services, phone systems, and workstations (both Macs and PCs). Ensure that systems are operating smoothly and repairs are performed on a timely basis. Manage all hardware and software on the network by creating/monitoring a system to ensure proper rotation of equipment and software for the purpose of keeping our technology current and efficient. This includes, but is not limited to:
  - Facility scheduling software maintenance and back up
  - Email and internet coordination
  - Print and copier networks
- Responsible to ensure IT problems and questions from staff are responded to on a timely basis.
- Regularly research and implement time and money saving systems to lower overall IT Support cost for Eastside Christian Church and all its campuses.
- In partnership with department managers, conduct a needs assessment for a prospective database upgrade and manage the migration to the new program.
- Conduct training for appropriate staff regarding new software, equipment and database upgrades.
- Manage the database manager to ensure records are accurate and duplication is minimized.
- Oversee projects assigned to the database manager to ensure timely responses are made to ministry requests.
- Develop and maintain relationships with other IT Professionals working for other Christian Non-Profit and For-Profit organizations for continual improvement of technology industry knowledge sharing and learning.
- Maintain records of software licensing agreements on all church software.
- Manage the telephone system
- Perform other duties as assigned.

*Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.*

#### **05. Qualifications:**

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Prefer a Bachelors Degree in Information Technology from an accredited university is preferred, plus at least 5 years of related experience, preferably in a church setting, or equivalent combination of education and experience.
- Must have at least 5 years of religious training.
- Must have demonstrated a commitment to ministry through various ministerial or volunteer activities in a church or para-church setting.
- Must be able to demonstrate that his/her ministry gifts are suited for this specific ministry role at Eastside.
- Must have strong organizational skills

**06. Employment Understanding:**

- Agreement to abide by ECC Personnel Manual and Policies, and to support, without reservation, the Vision and Beliefs Statement through conveying the Church’s message in his/her ministerial duties.
- Agreement to attend Next Steps at the earliest opportunity.
- Agreement to conduct his/her self on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Agreement to perform job duties according to the theological beliefs and standards of Eastside.
- Attendance at Ministry Team meetings and department meetings is required
- Will be expected to participate in continuing religious education to support his/her ministry of the Gospel.
- This Job Description will be reviewed at least annually with the position’s supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance, including ministerial functions, will be reviewed at least annually with the position’s supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

**07. Physical Demands & Work Environment:**

- Must be able to occasionally lift and/or move up to 15 pounds
- Will spend extended periods of time sitting and looking at a computer screen.

We concur with this Job Description.

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date