



Job Description

Position Title:	Department:	Reports To:
Executive Director of Technology	Administration	Chief Executive Officer
Employment Status:	FLSA Status:	Effective Date:
Full-time	Exempt	
Supervises Directly:		
Director of Information Technology		
Supervises thru Subordinate(s):		
AMI Coordinator(s) AMI Operator(s) AMI Senior Technician(s) AMI Technician(s) GIS Analyst(s) GIS Technician(s) Network Administrator(s) Senior Meter Reader(s)		

Job Summary:

The Executive Director of Technology is responsible for developing, planning, and implementing a technology strategy that meets LUS' business needs, maintains a high level of security, and delivers an optimal return on investment.

Supervisor Responsibilities:

- Define, design, plan, implement, organize, and manage all processes and procedures including but not limited to Information Technology, Supervisory Control and Data Acquisition (SCADA), Automated Metering Infrastructure (AMI), Geographic Information System (GIS), and Smart Grid solutions.
- Ensure employee compliance with all policies, procedures, and safety rules and regulations.

- Plan, direct, and facilitate professional development and engagement opportunities for departmental staff.
- Maintain a productive work environment.
- Stay abreast of emerging industry technologies and products to develop and implement measures to improve organization's efficiencies.
- Communicate with the executive leadership team to evaluate technology and growth needs.
- Coordinate and facilitate complex technological undertakings.
- Establish and maintain effective working relationships with those contacted within the course of work.
- Oversee contract negotiations with IT, GIS, and AMI vendors, contractors, and service providers.
- Research, develop, implement, and manage IT, GIS, and AMI policies, procedures, and best practices.
- Create, implement, and maintain security safeguards in compliance with all Federal and State compliance standards.
- Oversee the administration and monitoring of server systems and applications while ensuring integration with legacy systems.
- Develop, manage, and maintain departmental budgets for IT, AMI, and GIS.
- Develop, manage, and maintain a disaster recovery plan.

Duties and Responsibilities:

- Create and implement IT policies, protocols, and standards.
- Create and maintain special projects.
- Complete other duties as assigned.

Required Skills and/or Abilities:

- Acknowledge and adhere to all of LUS' policies and procedures.
- Perform duties safely without endangering self, others, and the public.
- Ability to read, write, understand, and follow instructions and job-related materials.

- Take responsibility for your own actions and treat others with respect.
- Attend work regularly and on time.
- Ability to work inside.

Physical Requirements:

- Ability to regularly lift and/or move up to 25 pounds.
- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to use eyes, hands, and fingers to operate computer keyboard accurately.
- Ability to sit for 2 hours at a time.
- Ability to talk, see, hear, reach, handle, and feel.

Education, Experience, and Qualifications:

- Bachelor's degree in Computer Science, Information Technology, or related field required.
- Minimum of 5 years in management of Information Technology devices and infrastructure required.
- Minimum of 5 years prior work experience in utility industry preferred.
- GIS experience and/or degree preferred.
- Proficiency in Microsoft Office Suite or related software required.