DIRECTOR OF INFORMATION TECHNOLOGY

Mission

Ensure the information systems employed by the party are functional at all times.

Roles and Responsibilities

Plan, organize, direct, control and evaluate the activities related to the operation of telecommunications software, networks and information systems for the Libertarian Party of Canada and Parti Libertarien du Canada websites. This includes:
- the operation of information systems and electronic data processing (EDP)
- the development and implementation policies and procedures for electronic data processing and computer systems development and operations
- the establishment of system requirements, specifications, costs and timelines
- the assembly and management of resources to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
- the oversight of the budget and expenditures of the department or project
- the recruitment and supervision of computer analysts, engineers, programmers, technicians and other personnel
- seek improvements to existing technology systems as required to support new technologies or existing system retirements

Qualifications
- 3-5 years experience in website management
- 3-5 years working in a technical capacity (e.g. System Support, Web and Content Management, Database Administrator)

Assets
- Bilingual (English and French)
- Familiarity with NationBuilder
- Familiarity with web hosting software
- Familiarity with Google Workspace
- Familiarity with email protocols and systems, in particular Zimbra
- Familiarity with Voice Over IP (VOIP) telephone systems