Job Title: **Vice President of Technology**

Facility: **Brooklyn Park**

Department: **Information Technology**

Reports to: **CEO**

SUMMARY

Plans, develops, and manages the Information Technology strategy for ENPOINTE, ensuring that all technical operations support business goals, adhere to industry standards, and meet compliance requirements. The Vice President of Technology reports directly to the President/CEO and works closely with the rest of the executive leadership team to drive successful IT project implementations, maintain security compliance, and optimize operational efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed:

- Lead the planning, implementation, and management of IT infrastructure, security compliance, custom software development, and business applications.
- Provide strategic direction and leadership in technology vision and IT systems management.
- Oversee the management and security of the company's data, ensuring confidentiality, availability, privacy, and security standards.
- Responsible for compliance-required roles of Chief Security Officer and Chief Privacy Officer which may or may not be delegated to a direct report.
- Manage internal and external IT audits, ensuring compliance with SOC 2, HITRUST, PCI, and other industry standards.
- Manage technology vendor relationships, including those related to print and mail industry-specific software systems and development of customer-specific applications.
- Ensure that IT department staff are trained and up to date on relevant technologies and standards.
- Direct the development and maintenance of software applications and infrastructure systems.
- Provide leadership and mentoring to the IT team, ensuring cross-training and elimination of information silos.
- Manage the performance and productivity of IT department staff, including developers, network administrators, and security professionals.
- Act as a technical lead for complex systems design and development, ensuring proper security and data protection protocols are in place.

QUALIFICATIONS

- Four-year college degree in Computer Science, MIS, or 10 years equivalent work experience.
- Minimum of 10 years in the commercial print industry.
- Expertise with print industry MIS systems such as PrintStream or Monarch.
- Experience and knowledge in security compliance practices, security frameworks, and technologies.
- Excellent technical aptitude and ability to work well in a cross-functional team environment.
- Strong understanding of computer hardware, operating systems, software, email, general systems, and networking.
- Exceptional communication skills, able to effectively communicate with individuals at all levels of business and technical skill levels.
- Strong leadership skills with high self-expectations and empathy.
- Strong focus on formal documentation.

- Strong project management skills.
- Flexible and adaptable regarding learning and understanding new technologies.
- Ability to conduct research into enterprise applications, workflows, issues, and products.
- Highly self-motivated and directed.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

PHYSICAL REQUIREMENTS
- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)
Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)
Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)