

ACE DISTRIBUTING

POSITION: DIRECTOR OF INFORMATION TECHNOLOGY	DEPARTMENT: ADMINISTRATION DEPARTMENT REPORTS TO: SVP OF ADMINISTRATION STATUS: EXEMPT DATE: 12/6/17
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Provide strategic leadership and guidance for planning, implementing and managing the Ace production and non-production computing environment, including enterprise system operations, technical services and support and network/telecom in compliance with Ace Policies, standards and procedures.

WHAT WILL I BE DOING?

In your role as Director of Information Technology, you will be part of our success by being able to:

- Collaborate with the Senior Leadership Team and other key stakeholders to establish goals and define IT Operations strategy and objectives.
- Facilitate, cultivate and drive innovation across IT in support of ACE business objectives.
- Ensure that the operational efficiency and integrity for all IT infrastructure services are met through established best practices to drive improved efficiency and scalability.
- Focus on continuous cost reduction to free up operating expenses to be redeployed to strategic investments.
- Provide formal supervision and coaching for the IT team and sets vision and direction to inspire and drive continuous improvement of IT policies, standards and procedures.
- Infrastructure and Network Services
 - Designing and conceptualizing IT infrastructure, data center and hardware infrastructure.
 - Monitoring and optimizing resource availability and performance, infrastructure services and providing DR / continuity testing.
 - Supporting system maintenance team.
 - Developing and designing DB strategies.
 - Managing and optimizing facilities, demand/capacity, scalability, and load balance, etc.
 - Implementing infrastructure strategy.
 - Managing network operations.
 - Managing enterprise infrastructure & maintenance.
- End-User Support Services
 - Advocating for the customer in ensuring service restoration, minimizing business impact.
 - Providing tech support to individual users.
- Service Management
 - Designing implementation, measurement and continuous improvement of IT services.
 - Promoting process approach to service provision.
 - Focusing on customer needs for services.
- Engineering
 - Designing, constructing, testing, measuring and continuously improving computer systems at desktop, server, OS, DB, or voice layer.
 - Integrating and testing HW & SW interfaces for optimal performance.
- People Management
 - Sharing knowledge and developing staff capabilities to strengthen understanding of IT industry and business issues and best practices; evaluating implications to IT.
 - Developing and communicating organizational objectives; inspiring and motivating team members to achieve results.
 - Building organizational talent by creating a learning environment that ensures employees realize their highest potential.
- Relationship Management
 - Working in partnership with senior leaders on all IT strategic initiatives and to continuously improve IT policies, standards and procedures by anticipating issues, providing advice and sharing knowledge and best practices.
 - Developing strategic relationships with other executive team members and business partners and partnering across the Senior Leadership team to align with Ace internal and external client demands.

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WHAT DO I NEED TO DEMONSTRATE?

As well as a strong desire to learn and succeed in this position you must be able to meet the following requirements:

Required:

- Demonstrate significant depth and breadth of leadership expertise to establish strategic direction and develop strategic relationships.
- Demonstrate significant expertise in IT Operations management and system operations.
- Demonstrate the ability to communicate complex and technical issues to diverse audiences across the Ace enterprise, both verbally and in writing, in an easy to understand and actionable manner.
- Demonstrate Ace leadership behaviors in all interactions.
- Education: Bachelor's degree in Information Technology, Computer Science, Engineering or related field.
- 8+ years related work experience.
- Leadership experience managing a large staff organization.
- Knowledge and application of principles of enterprise architecture.
- Experience developing and executing against enterprise architecture strategy.

Preferred:

- Master's degree in Information Technology, Computer Science, Engineering or related field.
- Critical Competencies include: Building Organizational Talent, Building Trust, Change Leadership, Decision Making (executive role), Developing Strategic Relationships, Empowering Others, Entrepreneurial Spirit, Establishing Strategic Direction, Executive Disposition, Mobilizing Resources, Reading the Environment, Team Development, Visionary Leadership

WHAT ELSE DO I NEED TO KNOW?

- Office environment with controlled temperature, frequently required to walk, sit, talk, hear, use hands and fingers to operate office equipment and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel and crouch. The employee must occasionally lift 50 lbs. Specific vision abilities required by this job include close vision, peripheral vision, color vision and the ability to adjust focus.
- Occasionally this job requires an employee to walk into the warehouse. The warehouse is climate controlled. The warehouse can also be very loud due to vehicles and fork lifts running. The employee may be exposed to exhaust fumes while in the warehouse.
- The position description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks or duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

PRINTED NAME AND SIGNATURE

DATE