



## IT DIRECTOR

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

### Job Description

We are looking for an experienced IT Director to oversee all IT (Information Technology) functions in our company. You will oversee the IT Department and manage the company's technology operations and the implementation of new IT systems and policies.

An excellent IT director is very knowledgeable in IT and computer systems. They have a solid technical background while able to manage and motivate people. The ideal candidate will be experienced in creating and implementing IT policies and systems that will meet objectives.

The goal is to ensure IT systems and people are effective and functioning within the limits of budget, time and specifications of the company.

### Role and Responsibilities

- Maintains a highly functional and organized work environment
- Oversee all technology operations (e.g. network security) and evaluate them according to established goals
- Devise and establish IT policies and systems to support the implementation of strategies set by the company
- Analyze the business requirements of all departments to determine their technology needs
- Purchase efficient and cost-effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to the Executive Team
- Coordinate IT team and other professionals to provide guidance
- Control budget and report on expenditure
- Assist in building relationships with vendors and creating cost-efficient contracts
- Uphold a strict level of confidentiality
- Perform other duties as assigned

### Hiring Requirements

- Proven experience as IT director or similar role

- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Sound understanding of computer systems (hardware/software), networks etc.
- Experience in controlling information technology budget
- Excellent organizational and leadership skills
- Outstanding communication abilities
- BSc/BA in computer science, engineering or relevant field; MSc/MA will be a plus

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear
- The employee is frequently required to stand, walk, use hands to finger, handle, or feel, type, and reach with hands and arms; and requires the ability to occasionally push, pull, lift and/or carry supplies up to 25 pounds
- The employee is required to perform physical and repetitive motions

### **Compensation and Benefits**

This is a full-time exempt position, requiring occasional evening and weekend work. Salary is \$90,000–110,000 DOE. Clark Construction is an Equal Opportunity Employer.

In addition, Clark offers the following benefits to full-time staff:

Paid time off: 64 hours per calendar year of paid time off (“PTO”) for sick, vacation and personal time

Paid Holidays: There are 7 paid holidays each year:

- New Year’s Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental and short-term disability insurance on the first day of work for employees working at least 30 hours per week

Retirement Savings: Eligible for 401K program through Contractor’s Plan

### **How to Apply**

Applications accepted until the position is filled. Please send cover letter and resume to: [hr@clarkconstruct.com](mailto:hr@clarkconstruct.com). No phone calls please; only applicants selected for interviews will be contacted.