

JORDAN MANUFACTURING COMPANY, INC.
JOB DESCRIPTION

Job Title: Information Technology Director

Reports To: CFO

Summary of duties and responsibilities: Jordan Manufacturing is seeking an experienced Information Technology leader to lead and enhance the functionality and architecture of Jordan's growing business. The Information Technology Director will provide leadership, direction and support of best data management practice which aligns and delivers on the organization's strategies. This person will oversee and provide consultation to leadership on strategic technology platforms, provide insights on maximizing current technology platforms, ensure IT staffing to support implementations, and provide operating and capital budgets required to support the company's dynamic growth needs.

Primary duties and responsibilities:

1. Directs the evolution of the enterprise application and technical architecture functions, providing coordination across the business, information, technical, and architectural solutions.
2. Leads the identification and analysis of enterprise business drivers to develop enterprise application architecture requirements, including data architecture, application security authentication, integration architecture, and documentation of architecture solutions and landscapes.
3. Analyzes business requirements across departments to determine technology needs that directly align to the Company's strategic priorities.
4. Develops departmental goals that clearly align with organizational strategies that establishes consistent and reusable technological infrastructures from an approved technology list.
5. Supervises, hires, and ensures training of employees across the IT Department.
6. Creates staff's professional development plans that include certifications and education of staff network security.
7. Provide constructive feedback in formally documented employee performance reviews.
8. Responsible for IT research and development, analyzing technology, industry, and market trends to determine potential impacts to and opportunities for Jordan Manufacturing in the areas of emerging or new technologies.
9. Oversees enterprise application architecture implementation activities to reduce costs and improve efficiencies (e.g., consolidation, platform retirements, etc.).
10. Serves as the technical authority, subject matter expert and point of escalation for IT on complex architectural and development issues.
11. Works closely with the internal and external technical application development teams to drive continuous improvement and efficiency.
12. Develops ROI analysis to help justify and maximize business and IT investments.
13. Ensures that solutions and services deliver at or above expected business value.

14. Provides clear and consistent communication to Sr. leadership and ensures technical solutions align with organizational strategies.
15. Expands adoption of existing technology, where appropriate, to leverage enterprise solutions that meet or exceed business-partner demands.
16. Proactively advises on technology options, upgrades, and innovation for the business.
17. Serves as a partner in provider leadership for technology solutions and implementations.
18. Educate business stakeholders on relevant technology capabilities to enable better IT solutions.
19. Mentors, develops, motivates, and coaches teams to work collaboratively and effectively.
20. Partners with cross functional teams and provides overall direction and guidance on Jordan's IT infrastructure, application development, CRM solutions, DTC cart software, ERP solutions, and emerging technology platforms,
21. Ensures employee's technical issues are resolved quickly and efficiently.
22. Performs other duties as required.

Education/ Training/ Experience:

- Minimum of bachelor's degree in relevant fields (Computer Science, Engineering) preferred or equivalent technical job experience.
- 5+ years of work experience in IT development and architecture.
- 5+ years of leadership experience managing cross-technology teams or projects and influencing senior level management and key stakeholders.

Skills:

- Well-rounded with implementation of Cloud and in-house technology platforms.
- Demonstrated abilities with ERP technical architecture from project inception through implementation and transition to support.
- Experience integrating with external systems.
- Able to implement new technologies and innovation in existing technologies.
- Demonstrated knowledge of data migration strategies and tools.
- Demonstrated analytical, problem-solving, organizational, interpersonal, and oral/written communication skills.
- Experience in requirements gathering, technical setup, and implementation of at least one full ERP project from inception to implementation as well as leading complex ERP initiatives with positive results.
- Excellent time management skills with a proven ability to meet deadlines.
- Demonstrated leadership experience handling a team and managing across cross functional boundaries.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Highly motivated, self-starter, goal-oriented and Innovative.
- The ideal candidate is never satisfied with the status quo... always looking for the next best way to do it.

Physical environment/ Working conditions:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Other: Must be goal and organizationally oriented.