

# IT Director-White Plains, NY

## Legal Services of the Hudson Valley

<http://www.lshv.org>

**Job Type:** IT Director – White Plains office

**Schedule Type:** Full-Time

**Date:** June 10, 2021

### About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled almost 15,000 cases impacting more than 34,000 household members including 13,000 children last year. LSHV has ten offices, a staff of 165, including 100 attorneys and 35 paralegals.

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.

### Position Description

Legal Services of the Hudson Valley has an immediate opening for an IT Director, who will be responsible for the overall planning, design, development, purchasing, implementation, and maintenance of LSHV's computer and telecommunications systems, including LSHV's server, case management system, and cloud-based applications such as SharePoint and Microsoft Teams. Reporting to the Chief Operating Officer, the IT Director will supervise and manage the technology-related work of the IT and Facilities Manager and Legal Server Site Administrator. In partnership with the COO and the CFO, the IT Director will ensure that technology development is consistent with LSHV's organizational and budgetary objectives. In addition, the IT Director will collaborate and support the Development Department to ensure the website is aligned with best practices and assist as needed with back-end applications and functions.

### Responsibilities

- Maintain and update LSHV's SharePoint site
- Oversee LSHV's IT infrastructure, ensuring that it is reliable, secure, and effective in terms of cost and productivity.
- Development and maintenance of a collaborative process of communication with LSHV management and staff (technology advisory group) to determine organizational needs, objectives, and goals.
- Implementation of a short and long-term strategic technology plan for LSHV.
- Ongoing collaboration with LSHV staff to identify new technology needs, research and recommend solutions.
- As it relates to the LSHV website, assist with back-end applications, maintenance and licensing.
- Responsible for acting as lead point of contact with LSHV's external IT provider.
- Solicit bids for projects and purchases and maintain documentation for compliance purposes.
- Approve invoices from IT and phone system vendors in our outsourced AP system.
- Responsible for acting as lead point of contact with LSHV's VoIP provider. Manage and maintain phone system interface with external IT provider and phone provider (Microsoft TEAMS interface with phone system).
- Supervision and management of technology vendors and consultants.
- Supervision and management of IT and Facilities Manager and Legal Server Site Administrator's completion of IT-related work such as.
  - Ensuring proper installation and maintenance of computer hardware and software, telecommunications systems, and copiers in cooperation with vendors and consultants.
  - Overseeing the purchasing of hardware and software, and other technology equipment within the confines of LSHV's budget.
  - Overseeing IT portion of Fixed Assets schedule
  - Monitoring and assisting with staff-related technology requests.
  - Upgrading and redesigning LSHV's case management system, Legal Server.
- Develop and implement training programs for LSHV staff, interns, and volunteers. Provides training and support as needed.

- Seeks opportunities within the public and private sector that offer technology support, collaboration, and donations relevant to the technology needs of the organization. In collaboration with the Grants and Development Departments, completes grant applications for public and private technology funding programs for non-profits.
- Attends regional and statewide technology meetings and shares information provided with interested LSHV staff.
- In collaboration with the COO, reviews existing technology-related policies and procedures, ensuring that best practices are adopted and implemented.
- Other duties, as assigned by Supervisor

#### **Qualifications**

- Bachelor's degree in computer science or equivalent education and experience, along with advanced technical and managerial credentials, preferred.
- Experience in project management, managing IT and telecommunications providers/outside vendors, and organizational planning for technology solutions.
- Demonstrated ability to manage multiple concurrent projects.
- Demonstrated knowledge of Windows Server, network topologies, Microsoft 365, SharePoint, Windows Security, and disaster recovery techniques.
- Ability to work in partnership with organizational stakeholders to identify creative technical solutions to enterprise needs and support overall advance of organizational mission.
- Excellent time management skills.
- Comprehension of complex technical and specialized information.
- Consistent communication of information to end users.
- Hands-on, team-oriented attitude with sound judgment and analytical skills.
- Excellent organizational, results-oriented problem-solving, analytical and evaluative, verbal and written communication skills.
- Ability to work effectively under pressure.
- Strong leadership and management skills.
- Resourcefulness and ability to take initiative in development and completion of projects.
- Willingness and ability to travel to LSHV's offices as needed.

**Salary:** DOE, with excellent benefits

**Please apply at our career center by following this link:**

[IT Director-White Plains, NY - Legal Services of the Hudson Valley](#)