

Position: Director of IT

POSITION SUMMARY

Responsible for overseeing IT operations; including the continuous management of technology-based systems, on-going development of infrastructure and improvement of efficiencies. Manages IT staff according to company initiatives with the best interest of Hidalgo Medical Services (HMS) in mind. Responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS employees in a courteous, respectful, and professional manner.

POSITION ACCOUNTABILITIES

The Director of IT will be responsible for the following:

1. Staff Management & Development
 - Hiring, training and development of staff to ensure integrity of systems and availability of information
 - Assess training needs of staff and competency to assure that data and systems are supported by knowledgeable staff members
 - Development and implementation of IT policies, protocols, and standards in accordance with HMS
 - Commitment to providing quality service for our patients and staff
2. Process and Technology Management
 - Manage and support all EMR and related healthcare and clinical systems
 - Stay up to date with technology trends and solutions to address business challenges
 - Understand HMS's business model, processes and procedures, customer-focused approach and product and service offerings
 - Evaluates IT operations with regard to established goals
 - Oversee hardware and software of on-premise and hosted infrastructure, website, LAN/WAN, VPN, wireless connectivity, and related solutions, including security systems for HMS and all of its locations.
 - Oversee the IT infrastructure roadmap to ensure optimal performance and reliability
 - Development of reports to determine quality of services being provided and extent to which goals of the organization are being met
3. Security and Data Integrity Management
 - Manages cybersecurity, ensuring security of the network and confidentiality of its information
 - Evaluate the company's adherence to federal technology requirements for security
 - Identifies and eliminates security risks
4. Contract & Vendor Management

- Manage partnerships with third party vendors to ensure optimal efficiencies across infrastructure, operating systems, networks, telecommunications, and hardware
 - Oversee contract negotiations with IT vendors, contractors, and service providers
5. Budget & Inventory Management
- Develop and maintain an accurate inventory of all technology equipment
 - Approve all purchases of IT applications, equipment, and services within the established budgetary permissions
 - Assesses need for new equipment and software
 - Prepares progress and budget reports for leadership team
6. Other duties relevant to the position as assigned.
7. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field
- 3+ years of progressive experience working in IT operations, managing technology teams, and overseeing IT projects
- 2+ years in healthcare technology system integration, administration, and maintenance
- Certifications and continuing education preferred
- Expert skill level of computer systems, security, network and systems administration, databases and data storage systems, and telecommunications systems
- Business Continuity and Backup and Disaster Recovery Planning
- Strong interpersonal skills and ability to effectively communicate across the organization
- Ability to multi-task and adapt to changes quickly in a fast-paced environment
- Typing skills to ensure quick and accurate entry of project details

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326