



Job Title: Information Technology Director

Salary: Commensurate with experience

Status: Exempt

Job Summary:

The Information Technology (IT) Director will lead the team of Information Technology staff responsible for the internal and external information system/network.

Supervisory Responsibilities:

- Organizes and directs the Information Technology team.
- Conducts performance evaluations that are timely and constructive.
- Recommend discipline and termination of employees as needed and in accordance with VI Lottery's policy.

Duties/Responsibilities:

- Facilitates and manages the development, modification, and operation of network security protocols including intrusion detection and prevention systems to protect the Virgin Islands Lottery's information from breach or loss.
- Conducts periodic audits and due diligence checks of network security protocols, evaluating systems for vulnerabilities.
- Recommend modifications to network security protocols as required.
- Develops and/or provide training and guidance on acceptable use, risk management, incident response, and network security protocols to all employees.
- Periodically briefs the Executive Director on status of network security system and protocols.
- Reviews reports of, and evaluates response to, any network security incidents.
- Ensures that network monitoring systems comply with all applicable government regulations and standards.
- Maintains current knowledge of emerging network security threats, technical challenges, and developments in network system protection and IT security standards.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent management and leadership ability.
- Demonstrated problem-solving and analytical skills.
- Excellent verbal and written communication skills.
- Proficient, or able to gain proficiency with, a broad array of security software applications and tools.
- Proficient with Microsoft Office Suite or related software needed to maintain reports and records.
- Organized with attention to detail.

Education and Experience:

- Bachelor's degree in computer science, Information Management, or equivalent; Master's degree preferred.
- At least five years of experience in computer systems with at least three years specializing in computer security.

Physical Requirements:

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

This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the needs of the Virgin Islands Lottery. The Virgin Islands Lottery is an Equal Opportunity Employer