

JOB DESCRIPTION

VICE PRESIDENT, TECHNOLOGY

Position reports to President

PURPOSE

To oversee the ASTD-OC Website and acquisition, maintenance, upgrades of supporting technological infrastructure.

IMPACT

A result of a successful VP of Technology will be increased traffic and use of the ASTD/ATD-OC Website driven by value added, easy to use, and error free web content and easy navigation.

REQUIREMENTS

- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ Previous service with ASTD-OC as a Manager within this functional area is desired.
- ◆ Technical experience with the Chapter's website and other electronic systems.
- ◆ Time commitment/responsibility (approximately 15 hours per month).
- ◆ Available to commit to role for at least one complete fiscal year (January 2015-December 2015)

PRIMARY DUTIES AND RESPONSIBILITIES

- ◆ Attend and participate in monthly Board meetings and monthly chapter meetings. Participate in other chapter events, committee meetings and conferences as available.
- ◆ Supervise, support and develop Website Manager and Special Projects Manager.
- ◆ Develop and conduct needed training to ensure that the various managers and their team members are prepared for their duties and future manager and/or Board positions.
- ◆ Oversee website maintenance, updates and upgrades.
- ◆ Work closely to support all board members and especially closely with the VP of Marketing to support the marketing team.
- ◆ Oversee the Chapter's electronic document management service, Google accounts, and other electronic assets, and provide training as needed to board members and other ASTD-OC volunteers
- ◆ Conduct meetings, as necessary, with team members to ensure progress toward goals.
- ◆ Ensure that communication of activities and events are made to the Board of Directors in a timely manner.
- ◆ Groom volunteers to serve as future VP Technology.

JOB DESCRIPTION

FINANCIAL SCOPE

- ◆ Assist in the development and monitor direct reports in their budget planning processes.

SKILLS AND COMPETENCIES

- ◆ Project management skills.
- ◆ Problem-solving skills.
- ◆ Ability to delegate and hold individuals accountable.
- ◆ Strategic thinking skills
- ◆ Management of teams/individuals
- ◆ Communication skills will all levels of individuals
- ◆ Visionary as well as hands on process/planning/implementation

SUPERVISES

- ◆ Website Manager
 - Website Specialists
- ◆ Special Project Manager
 - Special Project Specialist

OTHER

- ◆ Contribute on an ad-hoc basis to Chapter communications, including but not limited to:
 - Chapter Blog
 - Chapter eNewsletter
 - Chapter Social Media sites
- ◆ Assist project team members in enhancing their resume with the skills used during the project. Obtain assistance from the VP Volunteers, if necessary.
- ◆ Additional related duties as required.