



FIRST MCKINNEY

BAPTIST CHURCH

Job Description

Job Title: Information Technology Specialist

Job Purpose: Responsible for deployment of information technology systems and services, supporting all ministries by directing the utilization of technology church-wide, including the design, development and ongoing support of technical systems, processes and resources. Includes the development and implementation of appropriate use of hardware and software. This role is vital to the mission of the church as it impacts all ministries.

Responsibilities:

- Develop and maintain a detailed comprehensive plan for technology application and deployment (must include adequate internet filtering and data security/protection).
- Support and update the church networks (voice and data) and ensure that such networks and related equipment meet the growing needs of the organization.
- Recommend, support and update desktop applications and specialty applications (ACS Realm, ACS OnDemand, Espace, etc.....)
- Recommend, support and update church printers, copiers, and similar equipment.
- Provide desktop support on various systems and applications to best equip staff and volunteers and encourage the use of the tools provided.
- Install, configure, assemble and repair computers, monitors, network infrastructure and peripherals such as printers and related hardware.
- Troubleshoot and solve hardware and software problems.
- Maintain a detailed inventory and create a replacement schedule for all technology equipment.
- Maintain and recommend technology budget for technology maintenance, upgrades and enhancements.
- Develop a rotating volunteer support team for Sunday mornings.

Qualifications:

- Understand and embrace our mission, strategy, values, and objectives.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & First McKinney Core Values.
- Five years experience in a technology related field is preferred.
- Bachelor's degree in Computer Science or related field is preferred.

- Networking skills – wired and wireless, cabling, switches, and access points.
- Cyber security knowledge for securing data.
- Workstation/desktop support for both Windows and Mac.
- Microsoft and Apple certifications such as MCP, MCSE, ACMT, ACiT and ACSP are preferred.
- Able to exchange accurate information with professional courtesy when working with others. Think critically and act logically to evaluate situations, solve problems and make sound decisions.

Full Time: Salaried	FLSA Status: Exempt
Ministry: Business Office	Account #: 60030
Reports to: Business Administrator	Date Prepared: March 2024