

Careers in the Supply Chain

DIRECTOR OF INFORMATION TECHNOLOGY

National Occupational Classification Code – 0213

Alternative Titles:

- computer systems director, data centre director
- data processing director
- EDP (electronic data processing) director
- information systems director
- director, data processing and systems analysis
- director, management information system (MIS)
- director, software engineering
- software development director
- systems development director



Industry Description

Directors of Information Technology (IT) plan, organize, direct, control and evaluate the activities of organizations that analyze, design, develop, implement, operate and administer computer and telecommunications software, networks and information systems.

General Job Description

Directors of Information Technology (IT) are responsible for the overall direction and guidance of the activities of the information technology functions within the organization. Research, develop and formalize strategic IT solutions that affect the achievement of company cost, quality, productivity and service goals.

Job Functions

Directors of Information Technology (IT) perform some or all of the following duties:

- Develop and execute tactical plans for information systems that support the corporate strategic objectives. Direct the preparation, installation and operability of both company and client information systems and procedures.
- Liaise with the client to review system performance, address new opportunities, propose systems improvements and initiate special projects to ensure client satisfaction and efficiencies.
- Develop and maintain consistent communication with all various management levels to determine needs and identify opportunities to improve the productivity of administrative operations and the quality of available information.
- Provide input into the strategic planning process. Develop the annual IT budget that aligns with the overall organizational strategic direction.
- Direct the IT Manager in the cost-effective delivery of company-wide IT services, ensuring the provision of secure environments and controls to maintain data accuracy and system integrity. Coordinate overall planning activities, integrate plans and schedules, standardized activities, and resolve common problems.
- Provide ongoing support, coaching and development to IT Managers, including the establishment of annual performance objectives, conducting performance assessments and identifying opportunities for skill development.

Physical Demands Analysis

- Directors of IT require confidentiality in dealing with client information, employee performance information, and strategic business and financial objectives of the company.
- Frequent requirement for attention to detail; prolonged use of computer terminal equipment.
- Work in a typical office environment under conditions of minor risk or injury and low physical effort.

Position Expectations

Essential Skills	
Reading Text	3
Document Use	3
Computation	3
Writing	3
Oral Communication	3
Thinking Skills	2
Working with Others	3
Computers	3
Continuous Learning	3

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- A bachelor's or master's degree in computer science, business administration, commerce or engineering is usually required.
- Senior experience in systems analysis, data administration, software engineering, network design or computer programming, including supervisory experience, are required.
- Managerial skills including selection, coaching and counseling team members, evaluating performance, team building, and administration and operational planning including budgeting and resource allocation
- Communications skills (verbal, written, facilitation) including an ability to interact with senior management in both the company and client organizations.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
2	Vice President	7 years	10 years+
1	Director	5 years +	6 years

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>