# Director of Information Technology

## THE AMERICAN BOARD OF SURGERY

The American Board of Surgery (ABS) is an independent, nonprofit organization founded in 1937 for the purpose of certifying individuals who have met a defined standard of education, training, and knowledge in the field of surgery. Surgeons certified by the ABS have completed at least five years of surgical training following medical school and successfully completed a written and oral examination process administered by the ABS. They must then maintain their board certification through ongoing learning and practice improvement activities. The ABS offers board certification in general surgery, vascular surgery, pediatric surgery, surgical critical care, complex general surgical oncology, and surgery of the hand. It is one of the 24 member boards of the American Board of Medical Specialties.

## POSITION DESCRIPTION

The American Board of Surgery seeks a **Director of Information Technology** to oversee the Information Technology (IT) department, and collaborate with other departments, partners and vendors to create high-quality, efficient and timely applications and services. Primary duties include implementing technology solutions to support the company's strategic goals and product roadmap; identifying new programming and software solutions; maintaining the surgeon portal, program portal, platform infrastructure and certification process; and ensuring overall data and system security. The candidate will need to have an agile background and be able to lead a team, by example to achieve the goals of the IT Department to support ongoing board operations and new initiatives. The Director of Information Technology reports to the Chief Operating Officer.

While employees can work remotely, periodic presence in the physical office in Philadelphia PA, may be required with advance notice, as well as planned travel for meetings and conferences. It is strongly recommended ABS employees are vaccinated against COVID-19, and a background check as well as verification of a candidate's ability to work in the United States will be conducted before hiring.

## KEY RESPONSIBILITIES

- Manage and maintain our Azure infrastructure and database environment, ensuring high availability, security, and scalability of the cloud environment.

- Lead and work collaboratively with development team to design, develop, test and implement Angular, .NET and Azure-based solutions that meet our business requirements.

- Develop and maintain CI/CD pipelines in Azure DevOps to enable efficient and automated software delivery.

- Stay current with Azure services, features, and best practices, and recommend improvements to our cloud infrastructure and processes.

- Identify technological needs and make recommendations to business decision-makers.

- Develop and maintain reporting mechanisms for standard IT operations and cybersecurity.

- Ensure the company's adherence to industry standard cybersecurity protocols and benchmarks.

- Manage the IT team including developers, engineers, system analysts, support technicians and vendors.

- Maintain company hardware and software programs.

- Adhere to and promote company quality initiatives and practices in Information Technology

- Design, develop and implement integrations for key business systems and operations.

- Implement company-wide technology updates and lead sessions to educate management and staff on new features and toolsets.

## Required Skills
- Proficiency in Angular, .NET and PowerShell scripting expected.

- Experience in designing and implementing highly available, scalable, and secure Azure-based solutions.

- Experience with Azure SQL Managed Instance is strongly preferred.

- Experience with CI/CD pipelines in Azure DevOps, including building, testing, and deploying applications.

- Strong analytical and problem-solving skills, with the ability to troubleshoot complex technical issues.

- Excellent communication and interpersonal skills, with the ability to work collaboratively with cross-functional teams.

## Required Education and Experience

- Bachelor's degree (BA/BS) in Computer Science, Engineering, or related field.

- At least 10 years of experience in information technology and/or full stack development, with at least 4 years in a leadership role.

## PERSONAL CHARACTERISTICS
- Professional attitude and performance
- Trustworthiness – commitment to maintain confidentiality of examination and secure business material and to always act with personal integrity.
- Communication/writing skills – excellent interpersonal, listening, and oral and written communication skills. Ability to edit and to write clearly and concisely.

- Comfortable in deadline driven environment; able to handle prioritization and management of multiple tasks.
- Ability to pay meticulous attention to detail.
- Excellent organizational, planning, analytical, and problem-solving skills.
- Flexibility in adapting to new assignments and providing cross-coverage with colleagues; ability to learn new processes and software quickly.
- Ability to work without close supervision and to accept responsibility for quality and timeliness of work.
- Ability to build strong working relationships and to work collaboratively with colleagues and team members.
- Ability to self-advocate and suggest process changes, system changes, or support tools which may improve work quality or timeliness.
- Willingness to travel.
- Willingness to work extra hours and on weekends when necessary.

## EQUAL EMPLOYMENT OPPORTUNITY

The American Board of Surgery (ABS) is proud to be an Equal Employment Opportunity employer that is committed to diversity, equity, and inclusion in the workplace. All qualified individuals will receive consideration for employment without regard to race, ethnicity, color, creed, national origin, ancestry, religion, age, marital status, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, status as a protected veteran, status as an individual with a non-disqualifying physical or mental disability, or other applicable legally protected characteristics.

## AMERICANS WITH DISABILITIES ACT

ABS is committed to working with and providing reasonable accommodations for applicants as well as employees who are or become disabled. ABS will determine whether an individual can perform the essential job functions either unaided or with reasonable accommodation on a case-by-case basis in accordance with applicable law.

This job description is not intended to be all inclusive; the administration reserves the right to change or revise job duties and responsibilities as the need arises.

**Job Location:** Remote
**Position Type:** Regular/Full-Time
**Salary:** $130,000-$155,000
Salary dependent on experience