



**Position Description:** Information Resource Manager

**Organization**

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state’s comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children’s health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called “local partners,” SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 60+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

**Team: Finance**

The SC First Steps Finance Team manages over \$40 million per year in multiple funding sources, which include Federal, State and other funds. This rapidly growing organization provides opportunities to grow and perform in multiple ways. These include opportunities with complex financial information systems and processing, as well as, working in a dynamic environment with multiple programs and professional staff. First Steps supports and monitors 46 local First Steps Partnerships, works with over 200 4K providers across the state serving thousands of children statewide.

**Position Description:**

Reporting to the Chief Finance Officer/Chief Operating Officer, the SC First Steps Information Resource Manager is responsible for planning, managing, coordinating, and administering information technology functions, including operations, strategic planning and application development. This position will provide support and information to agency’s leadership to facilitate organization-wide implementation of information technology, security and privacy policies and procedures. This position is located in Columbia, SC.

**Responsibilities and Duties:**

1. Manages Information Resource needs of SC First Steps. This includes supporting the needs of the organization's programs and operations. Coordinates activities and support for the agency with the Office of Technology and Information Services (OTIS).
2. Works with appropriate organizations and executive management to develop policies and procedures to meet the Information Technology, privacy, and security needs of the agency.

3. Works with agency programs and external organizations, while serving as the chief administrator of agency data systems and databases including program data systems, to ensure the agency's data systems are sufficient to meet its needs. This includes working with vendors and others to ensure data integrity, capacity, and reliability. This includes system updates and upgrades and other support as needed.
4. Responds to agency requests for user needs, diagnosis and resolutions to problems and issues, provides reports on agency activities.
5. Provides technical advice and oversight to projects, programs and staff via input, involvement and training. Stays up to date on industry trends so updates and modifications are made to agency systems and processes.
6. Leads both the development and maintenance of information security policies and procedures and ensures the agency is compliant with appropriate policies, standards, procedures and controls. Validates systems and monitors to ensure compliance in its applications and operations.
7. Provides support and coordination across the organization to assess, monitor, and appropriately manage information security risks and threats.
8. Performs other assigned duties as required

#### **Qualifications and Skills:**

##### Required:

- Bachelor's degree from an accredited university in communications, business administration, computer science (information technology), mathematics, statistics, management information science, or a related field.
- Minimum of 5 years of relevant professional experience. Preferred experience working with federal, state, city or local governments.
- Knowledge of the principles and techniques of planning programs and work activities in an information technology environment.
- Ability to plan and supervise the implementation of short and long-range information technology-based activities and objectives.
- Ability to plan, organize, direct and review the work of technical personnel.
- Ability to establish and maintain working relationships and excellent at communication skills, and cross-cultural competence.
- Experience with privacy and security needs and policies of organizations related to information technology.
- Must have experience managing projects, coalitions and/or committees.
- Excellent verbal, written, organizational and teamwork skills

##### Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Ability to travel in-state and out of state
- Ability to lift up to 50 pounds

**Benefits:**

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

**To apply, submit your cover letter and resume to Samantha Ingram at [HR@scfirststeps.org](mailto:HR@scfirststeps.org).**