JOB DESCRIPTION

Job Title:	Vice President of Information Technology
Department:	Information Technology
Reports to:	SVP & Chief Administrative Officer
Direct Reports:	Corporate Director of IT, Hospitality Director of IT
Date Prepared:	June 2021
Job Summary	Provide strategic direction and oversight of Information Technology for real estate development, asset management and operating company with assets that include residential, commercial, hotel, resort and club operations throughout Northwest Florida.
Essential Functions	1. Develop and operationalize the Company's information technology strategy. 2. Provide technical direction and leadership to help advance the company's strategic agenda by delivering technology-enabled solutions that drive business performance and growth. 3. Work with business leaders to assess needs and determine the best technology solution. Oversee the planning, design, installation, control, and maintenance of the solution. Coordinate with team to ensure successful completion of projects. 4. Select infrastructure technologies, tools, and processes that will reduce operational complexity and cost, while maintaining performance, reliability, and security standards. 5. Provide expert and strategic advice to members of the leadership team on all technology matters affecting the Company, including the acquisition, installation, and maintenance of hardware and software solutions. 6. Works with IT team to develop short and long-term goals and objectives for installation, upgrade and deployment of network systems, computers, printers, software, and telephony systems. 7. Develop leadership, talent strategies, and tactics to maximize the effectiveness and output of core IT teams; infrastructure, business systems, IT support, and IT security. 8. Mentor and develop a team of IT professionals, leading them to meet or exceed the company's expectations for productivity, quality, and achievement. 9. Create a culture of IT professionals focused on deep business alignment, accountability for outcomes, customer service and continuous improvement. 10. Define and communicate corporate policies and standards for acquiring, implementing and operating IT systems. 11. Create and establish the foundations for sustainable policies such as data privacy, data security, data availability, and data quality. Lead IT initiatives for evaluating and managing IT risks. 12. Develop and implement clearly defined and reasonable information security policies and related standards/procedures with appropriate governance to ensure ground level adoption. 13. Facilitate communication between the internal team, leadership, vendors and other technology resources within the organization. 14. Recruits and trains employees in accordance with company guidelines. 15. Build enterprise information and technology architectures that are agile and capable of supporting digital optimization and transformation. 16. Operate within limited budgets and manage a sustainable cost optimization discipline. Deliver the core IT services required to run the business, preferably using the fewest financial and internal staff resources possible.
Education and Experience	• Bachelor's degree in a related field. • 10+ years' experience in a Senior level IT position, overseeing multiple properties and projects. • Experience in hotel/resort or other hospitality environment preferred. • Ability to handle multiple projects in a fast-paced environment.

	• Experience leading IT security, risk management, infrastructure, business applications, project management and IT support teams. • Effective communicator, facilitator and relationship builder.
Knowledge, Skills, Abilities	• Comprehensive knowledge of voice & data network and server hardware installation, repair, testing, and troubleshooting required. • Experience with hospitality software is important (Micros, Opera, Aloha, Jonas) preferred. • Strong computing skills demonstrating proficiency with property management systems, point of sale systems, and Microsoft Office software (Excel, Word, Outlook). • Reputation for handling situations and confidential information discretely, projecting a positive, professional and supportive outward image and exercising good judgment for the position. • Ability and desire to train others. • Ability to review information in a factual and neutral manner, analyze data and prepare reports and documents in a timely manner. • Highly organized with the ability to manage multiple projects in parallel. • Time management and organization skills. • Leadership, collaboration and interpersonal communication skills important.
Physical Demands	• Ability to sit, type, see, speak and have the full use of hand dexterity. • Occasionally, this position may be required to move equipment weighing up to 60 lbs. • Ability to make hardware connections overhead or under desks.
Working Conditions	• Normal office environment, with occasional travel to other office locations.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.