Vice President of Technology Services

Established as a not-for-profit organization in 1975, the National Commission on Certification of Physician Assistants (NCCPA) has certified over 115,000 physician assistants (PA) in the United States. As the only certifying agency for PAs in the U.S., NCCPA (www.nccpa.net) is dedicated to serving the interest of the public by providing certification and recertification programs that provide confidence in certified PAs who provide millions of patients with access to affordable, high quality care. As the physician assistant profession continues to grow, so does our need to add to our highly qualified dedicated team at NCCPA. We are now seeking a **Vice President of Technology Services to join our team.**

The Vice President, of Technology Services has strategic and operational responsibility for all technology operations for NCCPA. This position is part of the senior management team that drives the overall strategy for the organization. This position requires deep knowledge of each technical area. The VP of Information Technology develops strategy, establishes policies and procedures, influences architecture and oversees technical operations for the organization's internal infrastructure and custom software application development services. This includes leading the team of technical resources responsible for planning and delivery of a portfolio of products and services that ultimately support an increasing Physician Assistant (PA) customer base, both domestically and internationally. Technologies and services include custom software application development that target windows client/server, web and mobile platforms as well as a self-managed, virtualized infrastructure including servers, storage and networking.

Essential Functions

- Participates on the CEO-led team that creates NCCPA's overall strategic initiatives.
- Communicates and implements NCCPA's vision, mission, and overall direction within the Information Technology area. Works collaboratively with the senior management team to integrate cross program activities and functions.
- Implements NCCPA's strategic plan and strategic initiatives for their organization
- Develops and manages functional operating plans, policies and budgets in accordance with the direction established in strategic plans, board policies and the strategic initiatives though systems that improve overall operation and effectiveness.
- Maintains awareness of the external competitive landscape, constituent's and industry developments in their functional areas. Maintains currency in, and keeps abreast of, developments in the functional areas and using that information as a member of the leadership team to help NCCPA operate with initiative and innovation.
- Leads, guides, directs and evaluates the work of the departmental staff.
- Ensures ongoing programmatic excellence.

- Provides leadership in inter- and intra-team communication and cohesiveness, sustaining NCCPA's culture and supporting staff during organization change and growth.
- Manage relationship with partner organizations.
- Develops and communicates the short-term and long-term infrastructure technology roadmap by working closely with various IT and Business teams throughout NCCPA.
- Successfully leading his or her teams to create repeatable standards and patterns that can be delivered across NCCPA and our PA customers.
- Assesses NCCPA's evolving portfolio of infrastructure services to improve speed of delivery, reliability and cost efficiency while leveraging subject matter expertise from both internal and external networks.
- Leads quality improvement across NCCPA.
- Leads, assesses and monitors information data security practices to ensure compliance with national/state privacy laws and established standards for the protection of sensitive personal information.
- Leading the identification and resolution of risk and control issues.

Competencies
Strategic Thinking/Management
Leadership
Integrity/ethics
Communication Skills
Decision Making/Judgment

Supervisory Responsibility
This position manages all employees of the department to include the performance management and hiring of staff members. Supervisory responsibilities include work allocation, training, promotion, enforcement of internal procedures and controls, problem resolution; and motivating and mentoring staff members to achieve peak productivity and performance.

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands
While performing the duties of this job, the employee is regularly required to communicate with colleagues, operate standard office equipment.

Position Type/Expected Hours of Work
This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires long hours and weekend work.

Travel is primarily local during the business day. Overnight travel on a quarterly basis to support and participate in board of director meetings can be expected.

Required Education and Experience
- At least 10 years of experience of technical leadership and management experience responsibility which includes direct management of the full spectrum of information technology and communications operations, data security practices, and software with a focus on business process modeling and improvement, application portfolio management, and strategy development.
- Demonstrated leadership, coaching, and relationship management experience.
- Experience leading performance-based and outcome-based programs and staff.
- Demonstrated experience in developing and operationalizing strategies that have taken an organization to the next stage of growth.
- Advanced degree in Information Technology, relevant technology degree such as Computer Science, Management Information Systems, and or Business Administration.
- Exceptional communications and influencing skills as demonstrated by strong written and verbal communication skills. S/he will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills.
- Impeccable integrity.
- Strong analytical skills; business acumen and a strong work ethic.
- Experience as a 'Player/coach" to motivate and mentor his/her team is essential.
- A team player, who can interrelate and operate effectively with peers and other staff members within a collegial, yet demanding, work environment.
- Strong track record of handling a variety of constituencies, managing multiple tasks simultaneously and thriving in a complex environment with multiple priorities.
- Demonstrated ability drive the entire software development process from concept, architecture design, development, and QA to deployment of complex web-based and mobile applications.

Preferred Education and Experience
- Understanding of systems development lifecycle and Agile (Scrum) software development framework.
- Knowledgeable to a technical level in a wide range of technologies and methodologies including but not limited to MS Development Platforms (i.e. .NET), MS Application Servers, Traditional Client/Server applications, web-based applications, mobile applications.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. This description may change at any time with or without notice.

Interested candidates, please apply at hr@nccpa.net