Job Title: Director of Information Technology
Department: Information Technology (IT)
Location: Atlanta
Supervisor: Chief Financial Officer (CFO)
Classification: Full-Time / Exempt

Statement of Purpose:
The State Bar of Georgia acknowledges that the proper functionality of its Information Technology-related systems, services, solutions, and equipment is of paramount importance to the efficient operation of the organization. The hardware and software components that constitute the State Bar of Georgia's Information Technology assets represent a sizable monetary investment that must be protected and utilized appropriately. The Director of Information Technology will lead the management, operation, development, security, and maintenance of all aspects of the State Bar of Georgia's Information Technology systems and infrastructure. This role will be responsible for establishing and enforcing IT operating policies and procedures and managing the infrastructure to support the growing IT needs of the facilities in Atlanta, Savannah, and Tifton. The IT Director will be a hands-on (player/coach) who combines technical depth along with strategic leadership.

Duties:
• Manage the deployment, monitoring, maintenance, development, upgrade, and support of the organization's Information Technology systems, including data communications equipment, networks, data centers, servers, desktops, peripherals, operating systems, software, databases, tele-communications equipment and other associated hardware and software components.
• Ensure the highest possible availability of the organization's most critical systems and applications and provide continued operation of the organization's primary website infrastructure. • Develop and implement all functional policies and procedures to include an IT Security Policy (IPSEC), Disaster Recovery Plan/Business Continuity Plan (DRP/BCP), Incident Response Plan (IRP), as well as those for network architecture, standards, purchasing, and service provisioning.
• Analyze existing operations and make recommendations for the improvement and growth of the technology infrastructure and systems.
• Develop and execute an enterprise AI strategy aligned with the Bar's business goals. Identity opportunities for AI-driven automation and operational efficiencies. Implement AI-powered tools and establish proper governance for responsible AI use. Partner with department heads to deploy AI solutions that improve decision-making and productivity.
• Ensure all servers, workstations, communications equipment, and other hardware are updated with manufacturer-recommended updates on a regular basis.
• Establish a reliable incident response system to meet internal and external SLAs.
• Work with senior management and Department Directors to define business and system requirements for new technology implementations.
• Ensure the efficient use of IT operations resources –including personnel and equipment, across the organization.
• Maintain an asset management system for IT hardware, software, and equipment.
• Manage IT staff (Network Administrator, Database Administrator, Desktop Support Technician), including supervision, development, and evaluation. Develop skill set and capability of the IT team.
• Establish IT standardized project management methodologies.

- Establish and maintain regular written and in-person communications with the organization's executives, managers, and end-users regarding pertinent IT activities.
- Create implementation strategies and work with department directors for proper installation, migration, training, and policy issues associated with new information system technologies.
- Oversee database management functions; oversee use of the organization's databases and shared information; make recommendations for improvements to policies and procedures; modify programs to enhance integration.
- Acquire, deploy, administer, and maintain all the organization's Internet Domain names, SSL certificates, DNS host/zone files, etc.
- Establish user accounts, rights and access to data, directories, program scripts and map drives; create and grant group permission for daily use and special projects; train users in proper system operations.
- Develop and conduct staff training sessions encompassing IT security, client-server applications, and other programs.
- Serve as the organization's PCI Compliance officer, administer/manage all e-commerce payment gateways, and provide PCI Compliance training programs to the staff.
- Prepare the annual IT Department budget, as well as assist with the hardware and software budgets for all other departments.
- Encourage an environment conducive to high quality and high productivity and ensure a customer service-oriented IT culture.
- Evaluate and update risk assessments and disaster planning. Maintain a Disaster Recovery Plan (DRP)/Business Continuation Plan (BCP) that allows access to mission critical systems in the event of a major disruption of service or other disaster.
- Manage the system administration and single sign-on integration of third-party websites that interface with the organization's primary web site, as required.
- Ensure a secure network environment is achieved by utilizing a combination of network security devices, firewalls, security software, third party vendors, and network policies and procedures.
- Advise senior leadership on technology trends, risks and opportunities.
- Perform other duties as assigned.

Essential Functions of Job:
- Excellent proficiency in building and maintaining internet and e-commerce technology and services.
- Strong leadership skills at both a strategic and a tactical level. Ability to lead and mentor.
- Serve as the primary liaison between IT and departments, translating complex technical concepts into clear language.
- Experience with systems design and development from business requirements analysis through day-to-day management.
- Demonstrated ability to apply IT in solving business problems.
- Knowledge of business theory, business processes, managing budgeting and office operations.
- Demonstrated sourcing strategy and vendor management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Employee is subject to in-person supervision and is expected to perform their job in a State Bar office unless managing or supporting a meeting or event that takes place away from a State Bar office or telecommuting in compliance with State Bar policy.

Education, Training and Experience:
Bachelor's Degree in Information Technology or Computer Science or a related field recommended and/or 10+ years hands-on experience as a Senior Network Engineer and Senior LAN Administrator with management or

supervisory skills in a Microsoft multi-segmented, multi-site LAN/WAN computer network environment.

Microsoft MCSE / (MCE/MCA), Cisco CCNA, VMWare Certified Professional (VCP) with Microsoft IIS web server, Microsoft SQL database server, Microsoft terminal servers, and firewall/router configuration experience preferred. Proven experience in IT infrastructure strategic planning and development, project management and policy development.

Proficient in implementing, administering, supporting, and maintaining:
- All aspects of a Microsoft Windows 2019 Active Directory Forest and Domain with a variety of MS Windows file servers, SQL database servers, web servers, remote access servers, other application servers and approximately 150 MS Windows 10 local and remote users utilizing a variety of client legacy and proprietary software applications.
- Microsoft O365 Business Standard Enterprise Email System with Advanced Threat Protection and Microsoft applications.
- VMWare vSphere 7.0 ESXi hosts systems and VMWare vCenter 7 for vSphere
- Microsoft SQL Server 2016 database servers.
- Veeam Backup and Replication software and Veeam Backup for Microsoft 365 software to perform recurring data backups of all user data on local, virtual, and cloud-based servers.
- Advanced Solutions Inc. (ASI) iMIS-20 Association Management System (AMS).
- QNAP Network Attached Storage (NAS), EMC Storage Area Networks (SANS) or other compatible network attached storage devices.
- Cisco and Sonicwall firewalls, Internet security devices, and intrusion detection systems.
- Proficient in WAN communication standards, TCP/IP networking protocol and implementing, configuring, administering, supporting, and maintaining Cisco router communication systems
- Duo Multi-Factor Authentication (MFA) system, or other MFA/2FA system.
- Crowdstrike Endpoint Detection and Response (EDR) system, or other compatible EDR solution.
- Symantec Enterprise Protection (EPP) system, or other compatible EPP solutions.
- Security Information Event Management (SIEM) systems and deploying SysLog servers and other automated Event Management analyzers/solutions.
- Intrusion Detection Systems (IDS), scheduling external penetration testing, and monitoring network vulnerabilities with vulnerability scanning solutions like Languard, Nessus, etc.
- BitLocker data encryption services, Secure Socket Layer (SSL), Virtual Private Networks (VPN) and other encrypted secure data-communication standards for mobile computers, remote access & e-commerce.
- Windows Server Update Services (WSUS) for managing updates and patches in an enterprise environment.
- Ring Central enterprise telephone network for approximately 150 local and remote users utilizing Avaya desktop phone sets (on a separate fully segmented subnet), smartphone mobile devices, and/or laptop computers.
- Microsoft Teams collaboration services, Zoom video conferencing services, multi-site Aver video conferencing systems (on a separate fully segmented subnet
- Hewlett Packard (HP) Proliant-series servers and hosts.
- Multiple segmented wireless networks and the corresponding wireless routers and Wireless Access Points (WAP).

- Computer server room administration to include the monitoring of environmental control systems, power/electrical systems, and fire prevention systems.

How to Apply:

- Send an email with your resume and cover letter attached to **HR@gabar.org**
- Please type "**IT Director**" as the subject line of the email
- Please make sure the cover letter explains your interest in the position, summary of your work experience, and includes at least three references and your contact information.
- Deadline for applications: Until the position is filled

About the State Bar of Georgia: *The State Bar of Georgia, with offices in Atlanta, Savannah, and Tifton, was established in 1964 by the Supreme Court of Georgia as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 56,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia's lawyers and administer a strict code of legal ethics.*

Effective Date: March 2026