**VP of Product Development and IT**

**ReportingMD**

**JOB TITLE:** VP of Product Development and IT

**FLSA STATUS:** Salaried, Exempt

**REPORTS TO:** CEO

**SUPERVISION EXERCISED:** Yes, Development and IT and ETL Team

**GENERAL SUMMARY OF DUTIES:**

The Director of Product Development and IT will be responsible for managing all development efforts pertaining to ReportingMD’s, market leading data analytics platform. This individual will also be responsible for managing the development, DevOps, and ETL team and internal IT initiatives. The successful candidate should be experienced and comfortable with making the day-to-day decisions around resource allocation and technology adoption, that ultimately guide the company’s strategic direction. This individual will collaborate with leadership from other departments but will report directly to the CEO.

**SUMMARY OF DUTIES RESPONSIBILITIES:** (This list may not include all of the duties assigned).

* Prioritization of IT and development initiatives.
* Hands-on code development work.
* Planning, direction and guidance with development efforts and IT installs performed by system hardware vendor or small IT projects performed internally, new laptop and PC Install.
* Manage IT Vendor for new hardware purchase and break-fix support of IT infrastructure.
* Manage the product development life cycle and execution of the business requirements.
* Determines technology policies and procedures consistent with overall company/platform objectives and supervises implementation within the function.
* Develops and utilizes performance metrics for all areas of direct responsibility to maintain alignment of development team performance and company/platform goals.
* Coordinates development activities based on Sales and Product Management requirements and production schedules.  Coordinates research activities to develop new technologies.
* Develops, organizes and maintains development specifications and standards to ensure process stability while maximizing cycle time and efficiencies.
* Guides new product projects and ensures right resources (including from outside groups) are applied to projects.
* Works with Sales, Product Management, and Operations teams to develop, design, and implement ideas for new products and innovations.
* Create a strategy for staff training, ensuring staff understand IT tools and well as continually learn how technology can be used to improve their job functions and productivity.
* Seek out strategic technology partnerships to leverage products to improve quality of service to the organization.
* Responsible for allocating IT and Development resources.
* Communicate IT related issues, concerns and accomplishments to ReportingMD’s CEO.
* Cross team communication and coordination.
* Perform other job duties as assigned.
* Maintain compliance with all company policies and procedures.
* This person will act as the Security Official by relying on policies in place and good communication with our outsourced security technology vendor.
* Manage Extract Transform Load Team and work closely with Dedicated Advisors
* Manage ETL team to successful installs and client data loads.
* Collaborate with C-suite on corporate technology strategy and deliver strategic tactical decisions based on that strategy.
* Manage key technology vendors for IT, development, and client data extraction. Manage IT staff for technology infrastructure, security, and automated dev op deployment.
* Other duties as assigned.

**MINIMUM JOB REQUIREMENTS AND QUALIFICATIONS:**

Bachelor’s or master’s Degree from accredited college or university that supports Information Technology, Computer Science or related field.

Position requires 8 plus years of experience in Information Technology leadership. Healthcare experience and knowledge preferred.

Individual must be extremely organized, have the ability to multitask and prioritize, communicate well within all levels of the organization, and be proficient in the technical skills defined above, with an understanding of Healthcare and value-based care programs.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

* Capable of writing SQL code, C#, Python, or Telerik Controls.
* Azure management experience strongly preferred.
* Strong understanding with Microsoft Stack as well as other complimentary technologies.
* Data Science experience in health care preferred.
* Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients.
* Ability to be self-directed and take ownership of all responsibilities to completion.
* Strong presentation skills.
* Strong understanding of Agile process. Scrum Master preferred.
* Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing outstanding customer service.
* Track record of innovative strategic and operating accomplishments.
* Outstanding management skills with a track record of managing and building great teams.
* Demonstrated ability to manage teams in both on-prem and remote setting.
* Demonstrated skill in project management.
* Outstanding interpersonal skills.
* Easily interfaces with both business and technology teams.
* Working knowledge of technology and product life cycles.
* Flexible, fast-paced, think-on-your feet mindset with a sharply focused analytical eye for detail, pragmatism and elegance.
* Knowledge of HIPPA requirements, including EDI, privacy and security regulations.
* plus years of experience in Information Technology.
* 5-8 plus years of leading and managing teams within Information Technology.
* Bachelor’s Degree or Master’s Degree that supports Information Technology, Computer Science or related field.

**TYPICAL PHYSICAL DEMANDS:** Requires prolonged sitting, some bending, stooping and stretching. Requires eye – hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Lifting of equipment not to exceed 20 pounds.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

* Work is normally performed in the office work environment, although some virtual work is permissible.
* Very limited physical effort required.