



Director of Product Development and IT

ReportingMD

JOB TITLE: Director of Product Development and IT

FLSA STATUS: Salaried, Exempt

REPORTS TO: President

SUPERVISION EXERCISED: Yes, Development and IT

GENERAL SUMMARY OF DUTIES:

The Director of Product Development and IT drives technology and client solutions in a .NET web-based application with a SQL backend platform. The Director of Product Development and IT directs the development team and coordinates their activities with all other functional work teams to achieve maximum growth efficiency and produce cost-effective, high-quality products. The Director of Product Development and IT provides strategic direction to the Development team by deploying resources, developing policies and procedures consistent with organizational requirements, corporate standards, and company vision.

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

- Prioritization IT initiatives.
- Project Manages 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, 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 have basic understanding of 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 resources.
- Communicate IT related issues, concerns and accomplishments to ReportingMD's President.



- Cross team communication and coordination.
- Perform other job duties as assigned.
- Maintain compliance with all company policies and procedures.

MINIMUM JOB REQUIREMENTS AND QUALIFICATIONS:

Bachelors or Masters Degree from accredited college or university that supports Information Technology, Computer Science or related field.

Position requires 5 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 physician practice management systems and electronic medical record applications.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Capable of writing SQL code, C#, or Telerik Controls.
- 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 skill at 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.
- 5 plus years of experience in Information Technology.
- 5 plus years of leading and managing teams within Information Technology.
- Bachelors Degree or Masters 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 eye sight 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.

