

# Assistant Technology Director

Ministry Description  
(Professional – exempt)

**Philosophy of Ministry:** As a staff we will follow Philippians 2:1-8 as a model of Christ-honoring servant leadership. The Creek's mission (317) is to Love God, Love People, and Make Disciples by connecting people to Jesus through our seven priorities of Worship, Gospel, Kingdom, Scripture, Identity, Community, and Generosity.

**Accountable to:** Technology Director

**Vision Statement:** Assist in the overseeing and administration of Information Technology systems and processes.

## Top Priorities:

1. IT System Operation and Procurement
2. Rock Database Administration and Development
3. Procedures and Training

## Duties:

- Assist in the management of Information Technology (IT) systems
- Procurement and maintenance of all technology (software and hardware)
- Helpdesk support
- IT system development and coordination
- Coordinate with outside vendors and contractors
- End user training
- Manage timelines, and processes
- Attend weekly 9@9 meetings and monthly staff gatherings
- Participate in staff discipleship groups
- Uphold staff operational values – Prayer, Purity, Humility, Honor, Creativity, Excellence, Family, and Fun
- Available for all Christmas and Easter services
- Encouraged to participate in Rooted and a Life Group
- Other duties as assigned