



Hershey Trust Company - Position Summary

General Position Summary:

Hershey Trust Company (HTC) is looking for a Director, Information Technology to join our team. This position is responsible for the overall planning, organization, and execution of all information technology within our organization. The ideal candidate will be a self-starting, hands-on leader with strong technical skills and broad IT knowledge and experience, as well as proven success as a leader of people and projects.

Principal Accountabilities:

User and Group Administration and Support - 20%

- Provide leadership and support to Systems Administrator who has primary responsibility for User and Group Admin duties; increase HTC security and keep software up to date; maintain documentation for internal and external systems; coordinate and manage internal resources and external vendors providing IT support to the Company; deploy, administer and trouble-shoot virtual workstations and servers; plan and design systems to ensure sufficient resources to support virtual assets.

Systems and Data Security - 30%

- Research, test, evaluate, and deploy technologies and software and actively participate in risk assessments associated therewith; conduct reviews of prospective new vendors; Provide advice and guidance for managing risk in both cloud/SAAS environment and a mixed (on-prem and cloud) environment; oversee, document and manage system implementations and upgrades; monitor and improve the Company's security posture through Alert Logic reports; identify problematic areas and implement strategic solutions promptly; oversee the internal and external technology security testing; manage and monitor user administration and access rights through Active Directory; manage and monitor systems logging activity.

Business Continuity and Disaster Recovery - 15%

- Monitor daily backup and replication and disaster recovery testing; ensure successful backups of data and disaster testing and plan functions; develop and manage processes and procedures to ensure that mission-critical functions can continue during and after a disaster, and avoid interruptions, such as planning for and designing appropriate redundancies.

IT Governance and Audit - 10%

- Maintain and enhance internal IT/IS audit program; coordinate with external auditors; perform and enhance yearly vendor management program; perform and update IT Risk assessment and Cyber Risk assessment annually.

Administrative - 25%

- Design, develop, implement and coordinate systems strategies, policies and procedures; develop systems lifecycle plan to ensure systems remain current; maintain up to date inventory list of licenses and license agreements; develop and control annual IT budget and ensure cost effectiveness; manage and oversee internal IT resources, including the IT Systems Administrator; manage external vendors including scheduling, tracking and approving invoices.

Minimum Qualifications:

Education

- Bachelor's Degree in Information Technology, Computer Science, Information Systems or a related field. Master's preferred.



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Experience

- Minimum of seven years of experience in Information Technology systems support, with at least 3 years in a supervisory or leadership capacity preferred.
- Experience in working in a cloud/SaaS environment or mixed (on-prem and cloud) preferred.

Certifications

- Microsoft, VMWare, Cloud computing and InfoSec/Cyber Security Certifications preferred

Knowledge, Abilities, and Skills:

- Excellent understanding of computer systems, security, network and systems administration, databases and data storage systems, and telecommunications systems
- Excellent interpersonal and communication skills
- Ability to diagnose and solve computer, network, and server related problems
- Proven ability to work collaboratively with diverse groups (internal and external) and establish ongoing relationships
- Experience working Active Directory Administrative Suite, Cisco ASDM/ASA, Palo Alto Firewalls, HP Switches, Microsoft Exchange, Office 365 Suite, Microsoft SQL Management Studio, ShoreTel Phone System, Veeam Software, VMware Technology, WinDSX, Nimble SANs and Splunk
- Ability to work independently and as a team
- Strong strategic thinking and problem-solving capabilities
- Proficiency in Microsoft Office suite
- Excellent organizational skills with strong record-keeping and documentation
- Strong project management skills

About Hershey Trust Company:

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M. S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law. All who believe they meet the stated qualifications of the position are invited to apply.

How to Apply / Contact: Careers@HersheyTrust.com

If you require assistance with the application process, please contact Human Resources at 717-520-1136.