

- Serve as trusted technology advisor responsible for defining and directing IT strategy for the firm
- Ability to balance numerous priorities
- Engage in IT budget planning and management of day-to-day IT operations
- Perform IT risk planning and implement management strategies to improve overall security
- Strong customer service skills and ability to work with a variety of businesses, technologies, and personalities
- Ability to set and follow through with expectations of C-level contacts via effective verbal and written communication
- Strong presentation skills both in-person and virtually
- General understanding of on-premises and cloud-based networking environments
- General understanding of Microsoft licensing (SPLA, O365, M365, Azure, etc.)
- Proven ability to set and manage expectations
- Excellent time-management and prioritization skills
- Ability to work independently with limited supervision
- Ability to manage multiple users
- Ability to stay current with the latest technology trends, shifts in the market
- Ability to manage c-level and senior level relationships
- Working knowledge and understanding of the latest versions of Windows Server, Active Directory, Exchange Server, Office 365, VMware, Citrix, SANs, public cloud platforms (Azure, AWS, etc.)
- Ability to document technical environments in a consistent and organized fashion
- Ability to follow established processes to produce standard results
- Ability to work as a manager on duty as part of an on-call rotation

#### Requirements:

- Relevant experience in the legal industry. This candidate should understand the unique challenges and opportunities that exist within the legal industry and have a proven track record of success in navigating them.
- Knowledgeable about the latest technology trends, tools, and platforms that can be used in a legal setting. Experience implementing new technologies and be able to identify areas where technology can improve efficiency, productivity, and profitability.
- An effective leader who can inspire and motivate their team. The candidate should have strong communication skills and be able to articulate complex technical concepts in simple terms that non-technical colleagues can understand. They should also be able to manage resources effectively and be able to prioritize tasks to meet critical deadlines.
- A strategic mindset and be able to align the technology vision with the overall business strategy. They should be able to identify emerging trends and opportunities and make recommendations that can drive growth and innovation.
- Cybersecurity is a critical concern for law firms, and the candidate should have a deep understanding of cybersecurity risks and best practices. They should be able to develop and implement a comprehensive cybersecurity strategy that protects the firm's sensitive data and intellectual property.

- Be adept at managing relationships with vendors and external partners. The candidate should be able to negotiate contracts, evaluate proposals, and ensure that vendors are delivering the agreed-upon services and products.
- Experience managing change and leading organizational transformation. They should be able to anticipate and manage resistance to change and implement processes and strategies that can minimize disruption and maximize adoption.
- Law firms must comply with a variety of regulatory requirements, and the candidate should have a solid understanding of these regulations. They should be able to implement technology solutions that comply with these regulations while still enabling the firm to operate efficiently and effectively.
- The candidate should be willing to work hard and be committed to the success of the firm. They should be willing to put in long hours, when necessary, and be willing to learn and adapt as new technologies and trends emerge.

Please submit resumes to [Jobreplies2023@gmail.com](mailto:Jobreplies2023@gmail.com)

#### Compensation

Medical and prescription plans

Dental & Vision

Paid Holidays and Paid Time Off

401K/401K Roth with Safe Harbor matching

Company-paid life insurance, long-term and short-term disability insurance

FSA for medical and dependent care