



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Office of Business Administration** Division! Go to our job board to apply: [job board](#)

The job at a glance

General Summary

The Director of Technology and Digital Integration is a strategic leader responsible for the oversight, security, and innovation of CCRC's technology infrastructure. Reporting directly to the President, the Director manages works in partnership with the President and Executive leaders to develop strategies to maximize the utilization of technology, increasing digital literacy and mindset in agency programs and processes. This role is responsible for the oversight of CCRC cyber security and overseeing the IT Help Desk and Special Applications Division. Additionally, the Director ensures data security and compliance, supports cross-departmental technology integration, and leads initiatives that enhance agency efficiency and resource utilization. This role also manages the IT budget and software procurement in alignment with audit and financial policies.

Core Benefits!

- **Hybrid** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC **covers approximately 90-100% of employee and dependent** medical and dental coverage, and **90%** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1st 7% of deferrals**
 - Eligible to participate in the 457(b) Deferred Compensation Plan
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team structure, this position will perform the following responsibilities:

Technology Integration & Support (25%)

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- Coordinate technology support for the Office of Programs, Office of Finance, and Office of People and Culture.
- Identify, develop and implement digital solutions in partnership with agency leadership to create efficiency and improve service delivery.
- Partner with agency leadership to define data needs for programs and design cost-effective solutions that align with strategic goals.
- Oversee the evaluation, deployment, and management of current and future technologies and support systems.

Security & Compliance (20%)

- Ensure the security of CCRC's network and data systems, including protection of all Personally Identifiable Information (PII).
- Maintain cybersecurity protocols and ensure compliance with federal, state, and local regulations, including HIPAA and privacy standards.
- Direct the development and execution of an enterprise-wide disaster recovery and business continuity plan.
- Develop governance frameworks and review processes for Artificial Intelligence and emerging technologies to safeguard agency interests and mitigate risks.

Innovation & Strategy (20%)

- Lead technology innovation initiatives to improve operational efficiency and resource utilization.
- Stay informed on emerging technologies and recommend strategic improvements.
- Develop and communicate long-range plans for technological and capital requirements that align with the agency's strategic objectives.
- Assess and communicate risks associated with technology investments and purchases to executive leadership and stakeholders.

Leadership & Team Management (20%)

- Supervise and develop the IT Help Desk and technical support team.
- Lead the Special Applications Division in delivering custom solutions aligned with agency needs.
- Ensure consistent delivery of technical and support services, including oversight of system performance monitoring, service levels, and vendor management.
- Collaborate with internal leaders and external technology partners to support agency initiatives requiring IT strategies.

Software & Procurement (5%)

- Manage the agency's software catalog, ensuring proper licensing and version control.
- Collaborate with Purchasing and Finance to negotiate software agreements and ensure compliance with audit requirements.
- Review and negotiate hardware and software acquisition and maintenance contracts, pursuing master agreements to maximize cost savings.
- Oversee technology end-of-life cycles, ensuring timely replacement, decommissioning, and compliance with security and operational standards.
- Manage relationships with third-party vendors and technology contractors to ensure operational continuity and compliance with governance standards.

Budget & Resource Management (10%)

- Develop and manage the IT department budget, including annual operating and capital budgets for staffing, purchasing, and operations.
- Monitor expenditures and ensure cost-effective use of resources in alignment with the Agency Strategic Plan.
- Approve, prioritize, and oversee technology projects to ensure adherence to deadlines, accurate time estimates, and strong communication to management.
- Track and manage the agency's project portfolio to ensure alignment with strategic objectives and efficient use of resources.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Other duties as assigned

Job Specifications

Minimum Required

- Education:
 - Bachelor's degree in information systems, technology, computer science, or a closely related field; or
 - An equivalent combination of education and experience
- **Experience:**
 - 7 years of senior-level IT leadership with progressive responsibility in a complex, growth-oriented organization.
 - 5 years managing multi-disciplinary IT teams across infrastructure, application development, and desktop support.
 - Proven success building and leading high-performing technology teams with extensive project management and leadership skills
 - Experience selecting and managing strategic partners and vendors, including negotiating agreements, managing budgets, and collaborating with legal counsel.
 - Demonstrated communication and collaboration abilities, with proficiency in their presentation skills to stakeholders, boards, staff, and clients.
 - Proven experience in network security, data protection, and compliance.
- Professional/Technical Certifications: N/A
- Technical Requirements:
 - Deep technical knowledge to evaluate, select, and implement platform strategies.
 - Track record of designing, integrating, and scaling multiple client-facing platforms, including implementation and maintenance of supporting infrastructure.
 - Expertise in managing diverse technology delivery systems (Microsoft, VMware, Cisco, Arctic Wolf, Adobe, Workday, Cobblestone, Kindo or other AI platforms) across on-premises, SaaS, and cloud environments.
 - Skilled in modeling long-term cost structures for various platform approaches.
- Behavioral:
 - Demonstrated ability to set clear goals, achieve results, and take on increasing leadership responsibilities, supported by strong facilitation and meeting management skills.
 - Makes sound, timely decisions; engages the right stakeholders; and clearly explains reasoning.
 - Ability to assess cost-benefit and resource needs to determine in-house versus outsourced solutions.
 - Skilled at managing multiple large-scale initiatives while serving as an effective subject matter expert and trusted internal partner.
 - Ability to think strategically while also executing at a detailed, hands-on level.
 - Established ability in communication and relationship-building skills across various audiences.
 - Demonstrated ability to lead change and foster innovation in a dynamic environment.
 - Cooperative work, effective organization skills and customer service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.

- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence to technological security in accordance with Agency policy and legal requirements.
- Travel: This position requires 5% of travel. Will consist of travel to local trips or occasional out-of-state or international travel, including overnight stays. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- Work Schedule: Hybrid, Full time, typically M-F, regular business hours with occasional evening or weekend work.
- Work environment: Office work environment; ambient temperature, moderate noise levels, indoor.
- Background & Health Clearance Requirements: Background requirements determined according to the requirements of the program(s) which the position will be supporting. Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - Live Scan Clearance / DOJ Fingerprinting: For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - Health Clearance: For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22,
 - §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - MVR / DMV clearance in accordance with CCRC's liability insurance provisions: For positions where driving is required.
 - Child Development Permit: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - CPR / Pediatric CPR certification: For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - Federal Debarment Checks: For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
 - Credit & Bankruptcy Check: For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5.)

Preferred

All minimum requirements met above, plus:

- Education: Master's degree in information systems, technology, computer science, or a related field.
- Experience:
 - Experience working in or with non-profit organizations is highly preferred.
 - Relevant industry certifications such as PMP, ITIL, CISSP, Microsoft, VMware, or Cisco.

Physical Demands

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notices

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Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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