IT DIRECTOR - SYSTEMS, NETWORK, DATABASES, WEBSITES
MARCELLUS SHALE COALITION, PITTSBURGH, PA

PERFORMANCE PROFILE

The Marcellus Shale natural gas deposits represent one of the most promising economic development opportunities the Appalachian region has seen in decades. The Marcellus Shale Coalition represents the member companies that are working for the responsible development and extraction of this natural resource. The Information Technology Director works with MSC staff and member companies to support operations and communications around the safe development of natural gas.

BACKGROUND

Founded in 2008, the Marcellus Shale Coalition (MSC) is an organization committed to the responsible development of natural gas from the Marcellus Shale geological formation and the enhancement of the region's economy that can be realized by this clean-burning energy resource. The MSC is a nonprofit, membership-driven organization comprised of more than 280 members, accounting for almost 100% of the operators in the Marcellus Shale region and a vibrant supply chain supporting energy producers and midstream companies. The members of the coalition work with its partners across the region to address issues with regulators, local, county, state and federal government officials and communities about all aspects of producing clean-burning, job-creating natural gas from the Marcellus Shale.

The MSC and its member companies are fast-moving and dynamic organizations, and as a result the MSC is seeking individuals who work in a manner consistent with its culture. At present, the MSC is a growing yet nimble organization, strategically expanding its presence to meet the needs of the members in the industry.

More information can be found by visiting www.marcelluscoalition.org.

POSITION OVERVIEW

The Marcellus Shale Coalition (MSC) is looking for a candidate that will focus on administering, managing, and directing the information technology needs of the MSC across all company technology platforms, hardware, tools and services. The Information Technology Director reports directly to the Vice President, Finance & Administration. Although this position does not require significant travel, it does involve non-traditional and evening hours to ensure a seamless 24-7 internal operation and external communication. Serving multiple MSC office and event locations, the Director will based in the MSC's corporate office. The need for this position is immediate and we anticipate having the Director begin their work no later than April 2012.

More specifically, the Director is responsible for:

Computer System Engineering
- Monitoring technology developments, assessing needs, researching requirements, recommending solutions, and acquiring suitable hardware, software, service and other tools
- Evaluating, recommending, building and maintaining suitable technology infrastructure for company
- Purchasing technology products, installing and servicing software, hardware, tools, and applications
- Creating custom business solutions including automating meeting and event registration and tracking
- Managing state-of-art wireless communications, interfaces, and service providers for phones, tablets, laptops, desk tops, monitors, printers, servers, networks, televisions, and other technology equipment

Database Administration
- Overseeing all aspects of MSC databases including MS Office, Salesforce.com, Earthsoft EQuIS Pre-

Drill, and pending Road Use database, and also provide data mining, analysis, and reporting as requested
- Responsible for database recommendations, architecture design, documentation, modeling, testing, implementation, administration, data warehousing, monitoring, tuning, backup, migrations, and support
- Setting-up and maintaining database schemes, protocols, procedures, writing source code, data sharing, utilities, shell scripts for task automation, relational database designs and automated reporting
- Analyzing and sustaining capacity, performance requirements, and tuning database for optimal efficiency

Website Administration & Development
- General management of web servers, technical design, development, documentation, hosting, and implementation of Internet-based applications and tools to support business operations, including websites: MSC - company, Marcellus on Main St. portal, SGI Conference, and database entry pages
- Addressing HTML and script compatibility between browsers, computing platforms, and mobile devices
- Installing, configuring, maintaining, tuning, analyzing, optimizing and creating web-based applications for website
- Creating and troubleshooting content, links, order flows, registration flows, and transaction logs; and
- Translating functional requirements into technical design and development projects

Internal & External Customer Service
- Providing 24-7 service as needed to ensure continuing performance and seamless operations
- Ensuring security and encryption of all MSC information and access to technology
- Monitoring, installing, testing, updating, upgrading, fixing, debugging, and troubleshooting information technology activities
- Ensuring backup, integration, redundancy, and recovery of all information, systems, and products
- Preparing information and data mining, reviewing statistics, monitoring analytics, and reporting out to staff
- Company technology liaison between IT partners, staff, MSC members, and others, including validating and challenging 3rd party software developers, service providers, and product sales representatives
- Other duties as needed to support MSC staff and members

KNOWLEDGE, SKILLS AND ABILITIES
The ideal Director candidate has a blend of the following:

- An undergraduate bachelor's degree in computer engineering or information technology
- Deep knowledge of various technologies including systems, hardware, tools, networks, databases, servers, configurations, compatibilities, software, and mobile application
- Understanding of various products and brands (i.e. Apple) including compatibility of platforms
- Demonstrated strong oral communication and presentation skills including in front of large groups
- Active listening skills, with the ability to interact and bridge technology gap of customers
- Good problem solving skills to minimize down time, costs, and interruption of operations
- Organizational and analytical skills, especially with respect to database and website metrics
- Synthesis and implementation skills, to help narrow priorities and initiate a plan of action
- Ability to manage and prioritize workload while managing multiple concurrent tasks
- Demonstrated ability to work autonomously but also know when to engage the MSC staff and members independently or as part of a team
- Prior experience in a similar position or combination of related technology positions

TECHNICAL EXPERIENCE (IT, HARDWARE, SOFTWARE, AND SYSTEMS)

- Microsoft products, Apple products, write source code, software customization, HTML, DHTML, Javascript/VBScript, Cold Fusion, Plumtree Portal, Apache, Visual Studio.Net (C#, VB.net, Visual C++, Basic), C/C++, Borland CBuilder, Lab View, ASP, Oracle, DB2, SQL Server, Microsoft SQL

Server, PL-SQL, T-SQL, Sybase, Shell, AUP, OLTP, ARM 7 Chipset, JTAG, Chameleon Debugger, National Instruments, Linux, Unix, AIX, Solaris, SSIS, SSAS, SSRS, SalesLogix, Syncfusion, Nant, and Veritas.

COMPENSATION
This exempt, salaried position has an attractive compensation and benefits package consistent with other membership and industry support organizations of similar size, scope, scale and industry focus. The benefits package is comprised of medical, dental, vision, retirement and vacation time as well as other benefits.

TO APPLY
Individuals wishing to discreetly discuss this role may contact Dave Baker, Managing Director, Human Capital Advisors at djb@hcadvisors.net. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: djb@hcadvisors.net.   Please reference the following in the subject line of your email: **Information Technology Director, MSC.**

Candidates must submit materials no later than Monday, April 16, 2012.

Please direct all inquiries related to this position to Human Capital Advisors.

The Marcellus Shale Coalition is an Equal Opportunity Employer.