



## Job Description

<b>Job Title:</b> Technical Director	<b>Salary Range:</b> TBD
<b>Department:</b> Custom Development	<b>Reports to:</b> CEO
<b>Revision Date:</b> 9/13/2017	Email <a href="mailto:careers@onefire.com">careers@onefire.com</a> to apply

### Company Overview

ONEFIRE is a Digital Products Studio that is dedicated to providing great products and services to our customers, every day to help solve problems. As the premiere provider for digital solutions and services, ONEFIRE monitors the latest trends in technology, and delivers solutions and services in ways that nurture our business partnerships in building long-term relationships.

### Position Overview

The Technical Director will be responsible for the successful creation and delivery of client projects through assignments to the available resources, while ensuring that the products meet or exceed ONEFIRE standards. The incumbent will also be proactively managing technical risks and opportunities; communicating progress and obstacles to team members and management; driving key software design and implementation decisions with the development team; scheduling tasks including the tracking of dependencies; managing change requests; and developing the skills of the team members.

### Essential Job Functions

#### Leadership

- Actively lead work and resources of all Developers on staff and flexible resources.
- Develop the skills of team members while serving as front line supervisor.
- Scoping new projects that come in and providing assistance to sales team on hours required for project

#### Communication

- Setting reasonable client expectations in conjunction with available resources and timelines for deliverables.
- Communicating with project stakeholders (customers, ONEFIRE leadership, etc.) on the status and plan for a project

#### Management

- Managing the sprint planning of custom projects with the ONEFIRE development team



- Assisting with the architecture and sprint planning of internal ONEFIRE Products.
- Responsible for project planning tasks including, but not limited to, planning, communications, file management and ensuring proper billing information is gathered.
- Managing design changes, working closely with clients and ONEFIRE team.
- Utilization of project management methods, tools and quality assurance measures is also required.
- Successfully lead and manage project resources, internally and externally.
- Must embrace ONEFIRE values, and positively represent ONEFIRE and its core values in all interactions.
- Issue resolution and active problem-solving;
- Actively participating in process improvement analyses and implementations;
- Other reasonably related duties as assigned.

#### **Professional Qualities**

- Displays a positive attitude.
- Demonstrates flexibility in day-to-day work.
- Sets high standards of performance for oneself.
- Establishes harmonious working relationships with team members.
- Values internal and external clients and responds to their needs.
- Follows established communication guidelines.
- Uses good judgement in what and how to communicate with clients.
- Understands the professional development process and becomes actively involved by setting challenging goals and meeting them through continuous learning.
- Seeks input from mentors and supervisors.
- Actively applies feedback received to day-to-day work and strives to improve performance.

#### **Other Skills/Abilities**

- Punctuality and dependability;
- Correct grammar and spelling;
- Some proficiency in coffee/tea drinking, games and laughter.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.