



TIKIGAQ Corporation
Office of Human Resources
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IT MANAGER	
Approved Date: 2026	
Job Code: OU19 IT & Admin	FLSA : Exempt

Job Title: IT Director

Department: Information Technology

Reports To: Diana Kerr, Environmental & Construction Divisions Project Controller

Location: Anchorage, AK

FLSA Status: Exempt

Employment Type: Full-time

Position Summary

The IT Director is responsible for leading the organization's information technology strategy, infrastructure, systems, cybersecurity, and digital transformation initiatives. This role oversees the IT team, manages technology budgets, ensures system reliability and security, and aligns technology solutions with business objectives to support operational efficiency and growth.

Key Responsibilities

- Develop and execute the organization's IT strategy and roadmap in alignment with overall business goals.
- Oversee the design, implementation, maintenance, and security of IT infrastructure, networks, servers, cloud environments, and end-user systems.
- Manage cybersecurity programs, including risk assessments, incident response, data protection, and compliance with relevant regulations (e.g., NIST, CMMC, GDPR, or industry-specific standards as applicable).
- Plan, prioritize, and manage IT projects, including system implementations, upgrades, migrations, and digital transformation initiatives.
- Develop and manage the IT budget, including hardware, software, licensing, vendors, and service contracts; identify cost-saving opportunities.
- Establish and maintain IT policies, procedures, standards, and disaster recovery/business continuity plans.
- Ensure high system availability, performance, and support through help desk operations and service-level agreements.
- Evaluate, select, and manage technology vendors and service providers.
- Collaborate with senior leadership and department heads to identify technology needs and deliver effective solutions.
- Stay current with emerging technologies and recommend innovations that improve efficiency, security, or competitive advantage.
- Ensure compliance with data privacy, security, and regulatory requirements.
- Prepare and present IT reports, metrics, and strategic recommendations to executive leadership.

Required Qualifications

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or related field.
- 10+ years of progressive IT experience.
- Proven experience managing IT infrastructure, cybersecurity, cloud platforms (e.g., Azure, AWS, Google Cloud), and enterprise systems.

- Strong knowledge of IT governance, project management methodologies (e.g., Agile, ITIL), and cybersecurity frameworks.
- Experience with budget management, vendor negotiations, and strategic planning.
- Excellent leadership, communication, problem-solving, and stakeholder management skills.
- Relevant certifications preferred (e.g., CISSP, CISM, PMP, ITIL, CompTIA Security+, Microsoft/AWS/Azure certifications).

Preferred Qualifications

- Experience in federal contracting, construction, government services, etc.
- Familiarity with Costpoint, ADP WFN, OFFICE 365.
- Experience with digital transformation or ERP/system implementations.

Working Conditions

- Standard office environment with occasional after-hours or on-call responsibilities for critical system issues.
- May require travel between company locations.

Physical Requirements

- Ability to sit for extended periods and use a computer.
- Occasional lifting of equipment up to 25–50 lbs (as needed).

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.