

IT Manager and Information Security Officer

Job Reporting Relationships

Supervised by: Vice President Chief Operating Officer

Supervises: Network Administrator II and IT Support Specialist

Basic Qualifications

Education/Training: A Bachelor's degree in Information Technology, Information Systems, Computer or Network Engineering or related field of study preferred; or equivalent related work experience and/or training.

Skill(s): Proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations and communicative skills; proficient analytical skills; proficient knowledge of information technology functions including information security, networking, virtualization, patching, troubleshooting hardware and software issues, PC and server set up, configuration, and maintenance, as well as database structures; demonstrated supervisory skills; visual and auditory skills; ability to stand, bend, stoop, reach, and lift items weighing up to 50 lbs.; valid driver's license.

Experience: A minimum of five (5) years' experience in related positions normally required.

General Responsibilities

Responsible for managing and maintaining the Bank's technology, telecommunications, infrastructure and information security; includes network, firewalls, physical servers, virtualization, disaster recovery/BCP, redundancy and backups, and vendor relationships; environment is Windows based; position is hands on, as well as includes oversight, facilitation and communication; completes projects by being actively involved, coordinating resources and timetables between the Information Technology Department, user departments and third party vendors; participates with the Vice President, Chief Operating Officer to maintain the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies; recommends information technology and security strategies, policies, and procedures through evaluation and identifying problems, trends and anticipating requirements; ensuring department compliance with all regulatory and operating policies and procedures; directly supervising assigned personnel; communicating with appropriate personnel; providing periodic reports and training to the leadership team and Board of Directors.

Essential Duties

1. Manages and maintains the Bank's technology as illustrated by the following:
 - a. Makes recommendations on purchases for all workstations, printers, and other computer hardware and software for the Bank.
 - b. Installs software upgrades and ensures that all operating systems are appropriately patched.
 - c. Installs, configures, and maintains the Bank's e-mail communication system, including administering user profiles, permissions and passwords, and ensuring uptime.
 - d. Researches and evaluates new technologies; makes upgrade recommendations to management as necessary.
 - e. Preserves assets by developing and testing the Disaster Recovery Plan, Business Impact Analysis, Business Continuity Plan, as well as information security and control structures.
 - f. Develops Bank IT policies and procedures.
 - g. Ensures annual risk assessment is completed.
 - h. Works with auditors and bank examiners.
2. Maintains and cultivates a culture of excellence with regard to quality service, for both internal and external customers, by establishing and enforcing organization standards.
3. Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
4. Oversees the Core Report writing function, using Crystal Reports and Total Vision, providing management with useful and pertinent data.
5. Maintains the Bank's Intranet, currently a SharePoint solution, and works with management to ensure it provides relevant information and a vehicle for departments to use in running their operations.
6. Participates with the Vice President Chief Operating Officer in establishing specific goals for the department; implements strategies to achieve these goals.

7. Directly supervises assigned personnel as follows:
 - a. Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and managing staff improvement plans; initiating, coordinating, and enforcing systems, policies and procedures.
 - b. Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
 - c. Organizes, schedules, and distributes work among assigned personnel.
 - d. Keeps personnel informed of pertinent policies and procedures affecting the department and/or their jobs; creates an atmosphere in which upward communication from employees is encouraged.
 - e. Administers personnel policies and procedures as established by Bank policy.
 - f. Ensures that assigned staff maintains an active knowledge of product and service offerings.
8. Maintains an awareness of Bank product and service offerings.
9. Communicates with the Vice President Chief Operating Officer, other managers and supervisors, and appropriate staff personnel in order to integrate activities.
10. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
11. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place.
12. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements, e.g. Community Reinvestment Act (CRA), Bank Secrecy Act (BSA), Equal Credit Opportunity Act, etc.; ensures that the department and all personnel adhere to the same.

Ancillary Duties

1. Actively participates in community activities in a manner which reflects favorably on the Bank.
2. Contributes to the team by willingly participating in all assigned duties and responsibilities, as well as additional tasks which may be requested.

Job Location

Second floor, Fleetwood office
Various outside locations

Equipment/Machines

1. Automobile
2. Telephone
3. Work stations and related peripherals
4. Printers
5. Various computer networking tools and equipment
6. Calculator
7. Fax machine
8. Copy machine
9. Network servers
10. Telephone System