

Job Description

- Serve as Tier 1 and first contact for Bank's IT issues and follow through with staff.
- Assist network users with issues accessing network resources and operating software programs.
- Responsible for the security and stability of the Bank's information technology resources.
- Assists Bank with recommendations and procurement of hardware, and software when needed, along with any other equipment that may be necessary.
- Responsible for the timely installation of hardware and software updates and other patch management directives.
- Maintain knowledge and awareness of financial industry technical issues, security issues, and trends.
- Assist Bank with special projects as needed.
- Assist in gathering data for monthly reports for review by IT Committees and Executive Management.
- Participate in monthly IT meetings.
- Support the management of Business Continuity and Disaster Recovery functions.
- Train employees in Information Technology procedures.
- Help coordinate and enforce information security procedures for the bank.
- Review and improve existing software and equipment when necessary.
- Support the Bank by monitoring and testing backup procedures.
- Ensure Information Systems policies, procedures, and documentation are kept up to date.
- Help devise procedures to solve computer equipment and software problems.
- Ensure proper maintenance and configuration of all file servers and workstations has been completed.
- Ensure all IT functions are in compliance with State and Federal rules, regulations, and laws.
- Support the Bank by performing Core upgrades and processes.
- Assist with Vendor Management, BCP, and Incident Response Programs

Requirements

- 2 - 3 years of Information Technology experience.
- Knowledge of Fiserv Premier Banking platform desired.
- Excellent communication skills, both oral and written.
- Ability to establish priorities, organize workflow and satisfy deadlines.
- Ability to work independently to meet deadlines and conform to bank & regulatory requirements.

Contact with Interest

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