



Position | IT Officer

Classification | Exempt, Full-Time

Posted | 04/10/2019

Location | Albuquerque

Summary

The IT Officer will be responsible and accountable for the smooth running of our computer systems within the limits of requirements, specifications, costs and timelines. The IT Officer will supervise the implementation and maintenance of the bank's computing needs. The successful candidate will have improved skills, a proven professional experience and a detailed knowledge of industry's best practice processes.

Essential Functions

- Manage information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness

Competencies

- Comply with bank regulations; maintain above average performance in all areas of compliance
- Effective/strong written and verbal communication skills
- Ability to deliver a high level of responsiveness and "above average" customer service to external/internal customers
- Strong Analytical Skills
- Advanced troubleshooting and multi-tasking skills
- Proven working experience as an IT manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Hands-on experience with computer networks, network administration and network installation
- Ability to manage personnel



Required Education and Experience

- Bachelor's Degree in Computer Science, Information Systems or Business preferred
- Five plus years' in information technology management

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change depending on qualifications.