IDAHO TRUST BANK
Technology Officer
JOB DESCRIPTION

TITLE:	Technology Officer		
FLSA:	Exempt	**SALARY RANGE**:	Depends on experience
SEGMENT:	Administration	**LOCATION:**	Boise
CATEGORY:	Full Time	**REPORTS TO:**	President
HOURS:	40 Hours per week	**DATE:**	January 25, 2018

SUMMARY

Idaho Trust Bank seeks dynamic professional to provide guidance and support ensuring successful management, identification, measurement and monitoring of bank's hardware and software technology assets. This role is the point of contact for all technical matters within a growing Idaho-based community bank. This includes providing Tier 1 and Tier 2 technical support. Work directly with all users within the organization and outside service providers as needed. Manage and maintain bank-wide business continuity plan, disaster recovery, vendor management and cybersecurity risk assessment. Research and recommend technology solutions as directed by management.

ESSENTIAL DUTIES

- Provide Tier 1 and Tier 2 technical support
- Serve as point of contact for various hardware and software support services
- Interface with outside vendors in the event of a system failure, reporting downtimes, repairs needed and cost estimate to management
- Manage and maintain patch management systems for all servers and PCs
- Maintain constant awareness regarding cyber threats and emerging threats through FS-ISAC and other well established cybersecurity publications
- Monitor bank network, including log reviews
- Manage banks mobile devices
- Maintain and test business continuity plan with internal business units
- Arrange annual disaster recovery testing and report results
- Serve as primary technical liaison for audits and regulatory examinations
- Maintain vendor management program and work with relationship managers on vendor risk assessments
- Perform established quarterly risk testing
- Train employees on acceptable use, security awareness and social engineering
- Serve as technical liaison between the bank's Technology Committee and Board of Directors
- Create reports for Technology Committee and Board of Directors

REQUIRED QUALIFICATIONS

- Bachelor's degree in Computer Science preferred
- Strong understanding of networking
- Strong written and verbal communications
- Prefer 3+ years' experience in a technical role, preferably in a bank or financial services setting
- Ability to manage multiple tasks
- Constructively interact with co-workers

ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office type setting in which he/she is free to move about at will. The position includes driving a personal owned vehicle approximately 5% of the time which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to **20** pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, smart phone, copy and fax machines, adding machine (calculator), check protector, scanner and image systems, scanning equipment, encoder, money counter, credit card terminal, typewriter, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as directed.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks, and constant interruptions.