



Vice President of Information Technology Job Description

Job Title: Vice President of Information Technology
Department: Information Technology
Location: Kaukauna South
Reports To: Chief Operations Officer

Job Summary: Oversee, plan, and manage the IT/IS department and IT infrastructure of the credit union. Develop short- and long-term technology plans to provide efficient and cost-effective technology tools for the credit union. Serve as the lead technologist for the credit union.

The hiring range for this position is \$90,000 - \$140,000 annually. Pay is commensurate with experience.

Essential Duties and Responsibilities:

- Direct and manage the IT/IS function of the credit union to ensure that in-house systems, programs, networking, installations, and operations support the credit union's goals and objectives.
- Direct the data processing functions of the credit union to ensure development and delivery of quality information processing services for credit union internal users and members.
- Work with the CEO and/or the COO in setting short- and long-term technology plans that promote credit union growth and enhance services to members.
- Research industry trends in technology to ensure the credit union remains competitive in its product and service offerings. Keep abreast of changing trends in technology to include hardware, networks and network tools, software and systems.
- Evaluate and/or design new systems, applications, networks, or other technology tools that support credit union growth, enhance services to members, and provide efficient processes for employees.
- Develop, update, monitor and continuously ensure compliance with the disaster recovery plans, computer security and loss prevention plans, antivirus and firewall protections, etc.
- Direct the upgrade and maintenance of all computer hardware, software, systems tools, and peripherals such as printers, scanners and other external devices.
- Hire, manage and direct IT staff.
- Ensure that operational manuals and documentation are accurate and up to date. Ensure that processes comply with State and Federal rules and regulations.
- Prepare, implement, and supervise the budget for the department that is consistent with the overall strategic plan and budget of the credit union.
- Develop, apply, and evaluate policies and procedures for the department.
- Various other duties as assigned

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications:

- Advanced knowledge of network, telecommunications and commonly used business systems and software (i.e. Microsoft).
- Ability to lead IT transformational initiatives in a complex and dynamic environment, utilizing project management techniques.
- Focused and influential communication style.
- Ability to drive organizational change.
- Interpret and/or discuss information with others, which involves terminology or concepts not familiar to many people; regularly provide advice and recommend actions involving rather complex issues.

- Outstanding organizational leadership skills. A track record of building strong teams and leading by example/influencing through others in a performance driven culture. Must be a strong teacher and coach.
- Forward-thinking and open and receptive to new ideas. Someone who thrives in an environment of continuous improvement.
- Strong communication skills; ability to speak concisely and to adapt messages to a range of audiences (executive team, department heads, external service providers, direct reports, etc.).
- Function in a high-volume environment and within time constraints to meet deadlines, committed to supporting the Credit Union's mission, values and vision.
- Team member is responsible for adhering to the terms of the Bank Secrecy ACT (BSA) applicable to this position, which include but is not limited to the reporting of suspicious activity and the adherence to our Customer Identification Program. The team member is required to attend mandatory BSA training annually.

Education and Experience:

- Bachelor's Degree in Information Systems/Technology, Computer Science, Business Administration or related field is required. Master's degree preferred with a focus on technology, management, or related area.
- 5+ years of experience working in a Senior Management role.

Position Type/Expected Hours of Work:

- Full time employment is approximately 40 hours/week.
- Perform additional duties as assigned

Schedule:

- Monday – Friday – Typically 8:30 a.m. to 5:00 p.m.
- Additional evening and weekend hours as necessary to meet deadlines or accomplish objectives, goals and projects.

Benefits:

- Health, Dental and Vision Insurance
- Life Insurance and Short & Long-Term Disability
- Voluntary Life and Dependent Life Insurance
- Retirement Plan – Generous Profit Sharing along with 401(k) and Roth options.
- PTO/Vacation/Holiday Pay
- Employee Assistance Program

Physical and Mental Demands:

While performing the duties of this job, the employee is frequently required to sit for long periods of time, use their hands to handle, control, or feel objects, tools, or controls; use a keyboard. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or carry equipment weighting up to 50 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hearing within normal range. Deadlines, workloads and pressure to achieve goals may cause increased stress levels. Must be able to travel occasionally to complete applicable assignments, projects and training. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Working Environment:

Work is performed in an indoor office environment. The noise level in the work environment is moderate and includes sounds of normal office equipment (computers, telephones, etc.). The work characteristics described here are representative of those individual encounters while performing the essential functions of this position.

***Disclaimer:**

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Unison Credit Union retains the discretion to add duties or change the duties of this position at any time.

Equal Opportunity Employer

If you are qualified for this position and would like to apply then complete an online application using this link: <https://www.unisoncu.org/about-us/careers/>. If you would like to submit a resume, send one to:

Human Resources
Unison Credit Union
P.O. Box 260
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