

**Position Title:** Chief Technology Officer  
**Reports To:** Chief Executive Officer  
**Status:** Salary; Exempt

**Position Summary:** This is an executive level position and will serve on the executive management team. Responsible for overseeing all technical aspects of the company including network and communications. Implements the bank's technical vision and technological development as directed by the Board and management. Works with other department heads as an advisor of technologies to improve bank efficiencies.

**Principal Responsibilities and Duties:**

- Responsible for all IT/IS related systems and processes.
- Serves as primary contact between Gladiator and bank staff related to technology systems.
- Serve as primary contact between the bank and phone vendors.
- Provides technical support, hardware and software upgrades to existing and new computer, printer, and communications equipment as needed.
- Responsible for all IT related policies, procedures, and processes.
- Serves as primary contact for IT audits (internal, external and regulatory) and IT examinations.
- Responsible for maintaining and updating the Disaster/Business Continuity Plan.
- Responsible for evaluating risk associated with IT/IS systems to ensure systems are installed and maintained with appropriate security settings to mitigate risk.
- Conducts research, case studies and cost/benefit analysis on technologies and makes determinations and recommendations on implementation.
- Accomplishes financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Works with other departments to institute new technology for various job functions. May include vetting vendors, vendor evaluation, etc.
- Maintains awareness and knowledge of changing trends and regulations which might affect the bank and acts on as necessary.
- Serves as Chairman of the Technology Committee.
- Member of the Strategic Planning Session.
- Prepares management reports as directed.
- Understands Federal, State and Union State Bank rules and regulations.
- Performs other duties as may be required or assigned.

**Supervisor Responsibilities:** Supervises the Information Technology staff.

**Education and Experience Requirements:** Bachelor's degree in a related field and five years of IT/IS experience or high school diploma and a minimum of 15 years of IT/IS experience. Certified Network Engineer (CNE) and/or Microsoft Certified Systems Engineer (MCSENET4) and/or Certified Information Systems Security (CISSP) preferred. Demonstrated ability to successfully manage people and operations. Understands Federal, State and Union State banking rules and regulations.

**Specific Skills Required:** Ability to communicate, written and verbal, effectively with people both internally and externally. Ability to think and act strategically and proactively. Leadership and management skills. Ability to handle multiple tasks and meet deadlines. Ability to identify and resolve problems. Ability to work with all levels within the organization. Able to handle confidential information and positively represent the company.

**Competencies:** Leadership presence, technical expertise in information technology and information systems, strategic thinking, and problem solving.

**System Accesses:** This position will have access to most systems to perform administrative and technical support.

**Equipment Used:** Office equipment which includes computer, multi-line phone system, multi-function unit, etc.

**Working Conditions:** Work is performed in an office environment. This position requires the ability to walk, stand, sit, bend, and may require the ability to lift, carry and/or move light to medium weights of 10-50 pounds. Travel between locations to provide IT support is required.

This job description describes the general nature and level of work performed by the employee assigned to this position. Responsibilities and duties describe those functions considered essential to the performance of the job. This description does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to change over time, at the discretion of your supervisor, and to possible modification to reasonably accommodate individuals with a disability.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.