

Career Opportunity at City First Bank

Information Systems Manager

General Duties

City First Bank is currently seeking an Information System Manager who will be responsible for the managing the bank's information systems and related functions to ensure the availability, continuity, compliance, accuracy and security of data and information technology services. The Information System Manager will work under the direction of the Chief Financial Officer/Chief Information Security Officer (CISO).

Primary Duties

- Information Systems (IS): Incumbent will perform a variety of management level and hands on work to ensure that computer operations, network administration, telecommunications, reporting and help desk support are handled to ensure bank wide efficiencies. Additionally the incumbent will ensure all Information Services operations are completed within established timeframes in order to meet user, customer and bank processing needs.
- Communications: Incumbent will perform a variety of written and verbal communication tasks and projects in order to ensure satisfactory completion/implementation of work or projects.

Qualifications:

- The position requires a B.A./B.S. degree in Information Technology and minimum of 5 (five) years of successful job experience in a technology management position required.
- Microsoft certification and/or financial services experience helpful.
- Knowledge of Microsoft operating systems, network hardware, and various software applications.
- Understanding of risks including identification and mitigation of risks in network and virtual environments
- Effective written & verbal communication skills
- Demonstrated proficiency in computer management / network administration.
- Advanced knowledge of bank policies, procedures, and regulations.
- Ability to maintain professional poise and remain calm under pressure of time constraints and potential difficult customer situations. Solution, as opposed to obstacle oriented management style.
- Ability to work effectively under tight time deadlines.
- Strong organization and project management skills.
- Ability to work with no supervision while performing duties.
- Excellent interpersonal skills and strong ability to manage multiple priorities.
- Moderate knowledge of security/alarm systems.

- High level of competency with the use of the Microsoft Office software suite and other automated bank applications including Microsoft Windows Desktop and Server operating systems.

City First Bank is committed to being an employer of choice for all who seek a career opportunity in a mission focused financial services environment. We offer opportunities that build a workforce that represents our customers and recognizes the opportunity teamwork and diversity provides in business strategies. We are committed to diversity, competitive compensation and benefits, work/life balance and personal and career growth, all of which define our culture.