

OLYMPIA FEDERAL SAVINGS AND LOAN**JOB DESCRIPTION**

TITLE: Senior Technology Officer

GRADE: 14

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full Time/Regular

WORK SCHEDULE: Monday – Friday; Averaging 8 hours per day/40 hours per week. Occasional evening and weekend work may be required.

REPORTS TO: SVP/Chief Risk and Compliance Officer

POSITION SUMMARY:

The Senior Technology Officer's (STO) principal responsibility is to oversee all IT initiatives and activities, including computer systems and network, core processor management, vendor relationships and other technology-related operating systems. The STO takes on key leadership responsibilities, working closely with the Association's Executive Team and Senior Management, to determine and implement long-range technology goals, strategies, plans and policies. The STO provides guidance for the day to day technology operations through the STO's direct reports and contact with the Association's Managers and vendors.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide leadership in keeping with the strategic objectives of the Association, including its Mission, Vision and Core Values, and balance the Association's main constituencies: Customers, Employees, and Communities.
- Responsible for managing IT staff including coaching, training, communication, staffing and performance reviews. Strong focus on employee development to accomplish succession planning within the IT Department.
- Establish, develop and maintain an integrated annual IT business management plan to meet the Associations strategic goals and to manage financial aspects of the IT department, including purchasing, budgeting, and managing IT expenses. Create business case justifications and cost/benefit analyses for IT spending and initiatives.
- Lead the IT Department's operational and strategic planning, including fostering innovation, planning projects and organizing and negotiating the allocation of resources.
- Manage and maintain the systems reliability through monitoring, support, development, and upgrading of all IT systems, including telecommunications, servers, PCs, hardware, software, peripherals, and office automation equipment.

- Collaborate with the Association's Senior Managers to manage the IT requirements of the Association. Aim is to effectively accommodate operations and growth objectives of the Association, including infrastructure, data systems, procedures and personnel, to keep its records and data secure and fulfill the need for an adequate Business Resumption and Disaster Recovery Plan.
- Develop and implement all IT policies and procedures, including those for architecture, security, change management, disaster recovery, standards, purchasing and service provisions.
- Manage all IT vendors, including the Association's core processor; negotiate and administer vendor, outsource and consultant contracts and service agreements; and maintain a compliant vendor management program. Implement and maintain Change Management policies and procedures to ensure systems, databases and software integrity.
- Maintain focus and keep current on emerging technologies, industry trends and best practices in the IT industry and financial institution sectors, incorporate findings and valued changes into the bank's environment.
- Manage the above responsibilities so that the Association receives satisfactory, or higher, rating in all examinations and audits.

KNOWLEDGE, SKILLS AND ABILITY REQUIREMENTS:

- Excellent understanding of computer mainframe, Internet LAN capabilities, technical knowledge of telecommunications, network and PC operating systems.
- Knowledge of network hardware, protocols and standards.
- Strong strategic planning, management and organizational skills.
- Requires flexibility and adaptability to prioritize a fluctuating workload in a fast-paced, customer-driven environment.
- Ability to lead and motivate others, build effective working relationships, and exhibit positive leadership with the ability to mentor others.
- Considerable management skills are required to successfully perform the planning, directing, reporting and administrative responsibilities of this position.
- Ability to effectively present information to all levels within the organization (executive management to front line employees), public groups, and/or the Board of Directors.
- Have excellent public and customer relations skills to effectively communicate with internal and external customers, determine their needs, maintain their confidence and goodwill, and establish and maintain effective relationships.
- Ability to work with supervisors and fellow employees in a positive manner conducive to a team effort.
- Ability to exercise confidentiality and discretionary judgment.
- Ability to read, write, speak and understand English well.

- Maintain a working knowledge of applicable Association Policies and Federal Regulations including, but not limited to, Bank Secrecy Act, Customer Identification Program, Office of Foreign Assets Control, Privacy, Rights to Financial Privacy, Community Reinvestment Act, Truth in Savings and The Security Program.

QUALIFICATIONS:

- Bachelor's degree in information technology, computer science, business administration or related field, and at least 5 years equivalent experience.
- Thorough knowledge of regulatory and data security requirements, GLBA and Information Security standards.
- Proven experience in IT infrastructure planning and development, vendor management and negotiations.
- Minimum of 3 -5 years demonstrated management experience in a senior-level position with the ability to lead teams and manage multiple priorities.
- Must be bondable.

PHYSICAL DEMANDS & WORK ENVIRONMENT/CONDITIONS:

- Duties are performed in usual office conditions
- Ability to operate standard office equipment including personal computer, standard keyboard, 10-key calculator and work a standard shift with repetitive wrist and hand movements
- Ability to talk and hear
- Ability to stand or sit for extended periods of time
- Occasionally lift, move or carry items up to 30 lbs.
- Ability to concentrate on the matter at hand, under sometimes distracting work conditions
- Requires manual dexterity and handling ability. Use hands and arms to finger, handle, grab and reach.
- Specific vision abilities including close vision and the ability to adjust focus. Work may involve eye strain due to constant use of computer screens.
- Occasional walking, kneeling, stooping, crouching, and bending
- Exposed to potential hazard of robbery – receives detailed instruction to minimize risk
- Ability to be mobile office-wide for various business needs

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, skills and abilities typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The physical demands and work environment and conditions 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.

Updated: 1/17