



1st Capital Bank

POSITION DESCRIPTION

Title: Chief Information Officer

Reports to: Chief Operating Officer

FLSA Status: Exempt

POSITION SUMMARY:

The Chief Information Officer (CIO) is member of the Senior Leadership Team (SLT) responsible for the Bank's Information Technology (IT) strategy, operations, and associated initiatives to further develop and execute the Bank's Strategic Plan.

The CIO's primary responsibilities include:

- Influencing, collaborating with C-suite and other stakeholders to create a vision for how and what IT transformation will create
- Builds digital discipline across the enterprise – not just in IT
- Relentlessly delivers on operational efficiencies
- Focuses on internal and external customer engagement

ESSENTIAL DUTIES & RESPONSIBILITIES

Vision and Strategy

- Champion and demonstrate the business value of IT as an enabler of strategy formulation and as support for technology innovation
- Translate, advocate and support business strategy to achieve the organization's targeted business outcomes
- Guide and advise stakeholders about disruptive technologies and trends (Cloud, Artificial Intelligence, Internet of Things (IoT), Data Management and Governance)
- Lead analysis of the business's future-state capabilities and current IT environment to detect critical deficiencies and recommend solutions for improvement and driving the business forward

Change and Innovation Management

- Determine the relationship between people, processes, information, technology in relationship to driving innovation and creating an operating environment that is simpler, better, effective and efficient
- Lead the visioning, implementation and evolution of the enterprise-wide solutions and associated processes and standards
- Develop diagnostic and actionable deliverables that help business guide IT investment decisions in support of executing business strategy
- Ensure solutions are developed with keen focus on security, scalability and maintainability
- Collaborate with organizational business partners to develop and present business capability models and roadmaps to facilitate discussion and decision making with stakeholders across the company

IT Infrastructure, Controls and Operations

- Lead and develop an IT Team of professionals to improve working knowledge of technology used within the organization and assist in effective adoption and use of technology within the end user community
- Develop and optimize the service and support provided by IT team across the bank
- Ensure development execution is tightly aligned with IT industry standards and best practices
- Oversee the documentation of all architecture design and development execution
- Consult with infrastructure, project and product teams to ensure consistency with the enterprise architecture, as well as to identify when it is necessary to modify the enterprise architecture
- Ensure annual certifications as part of effective IT controls are conducted and reviewed as part of ongoing governance and controls

IT Risk, Compliance and Audit Management

- Build a Cyber Aware Culture and maintain operational vigilance to reduce cyber risk
- Ensure IT solutions, operational processes are aligned to risk and compliance related requirements and regulations
- Enhance and further develop effective controls and measures in alignment with Regulatory and Compliance requirements
- Enhance and improve culture of information security and cyber security across the bank
- Ensure deficiencies identified as part of exams or audits are remediated in a timely manner

Third Party Relationship Management

- Effectively collaborate and drive performance of managed services vendor. Ensure performance and response is timely to the needs of the Bank.
- Ensure IT Third Party relationships and vendor performance management is aligned with the needs of the Bank and overall policy
- Consult with IT Third-Party relationships to address service level deficiencies and negotiate terms as necessary
- Seek out vendors that have a value proposition that is aligned to our short, medium and long-term goals
- Review vendor proposals and engage with other stakeholders to ensure proposals meet the needs of the organization
- Ensure Third Party Vendor Management Governance and Oversight is sustainably aligned with Banking industry standards and best practices

People Responsibilities

Each Senior Leadership Team Member of 1st Capital Bank is responsible for:

- fostering a culture of open communication, collaboration and trust to engage staff to work together to help lead the bank to successful outcomes;
- providing continuous learning and development opportunities to support the next generation of leaders;
- regularly identifying, developing and supporting all initiatives for excellence in customer service, customer relationships and future business opportunities;
- and establishing and maintaining strong vendor relationships in support of vital ongoing business needs.

QUALIFICATIONS:

Master's or bachelor's degree in Business, Data Management, Computer Science, Computer Engineering, Electrical Engineering, System Analysis or a related field of study, or equivalent experience

Seven or more years of experience in at least three disciplines, such as business, information, solution or technical architecture, application development, middleware, information analysis, database management or operations in a multitier environment. ITIL certification is a highly recommended.

15+ years of experience in the banking industry as a mid-senior level leader to executive officer, strategic visionary in a fin-tech, reg-tech environment with an operations focus is a plus.

Working knowledge of:

- Federal and state rules and regulations as they apply to banking
- Organization and operations of a financial institution
- Third Party Vendor Management best practices as it relates to IT solutions and services
- Research methodologies applicable to the analysis of bank policies and procedures.
- Knowledge of business models, operating models, financial models, cost-benefit analysis, budgeting, risk and compliance management
- IT management practices, system development life cycle management, IT services management, infrastructure and operations,
- IT frameworks such as IT Information Library (ITIL), service library, design, transition, operations and continual service improvement

Ability to:

- Maintain confidentiality of files and privileged information.
- Understand, interpret and apply complex laws, rules and regulations as they apply to compliance in a financial institution.
- Provide accurate and consider information on compliance issues.
- Communicate effectively both verbally and in writing, including skill to prepare complex reports and procedures utilizing technical, financial and statistical information.
- Collect, interpret and evaluate narrative and statistical data pertaining to compliance.
- Act as liaison between departments, management, examiners and customers in matters of compliance.
- Examine documents to insure compliance with a wide variety of complex laws, rules and regulations.
- Influence and affect change that is in the best interest of the Bank's Shareholders, Customers, and employees
- Establish and maintain effective relationships with those contacted in the course of work.
- Proficiently use a personal computer. Possess a thorough knowledge of Microsoft Office and all applicable applications. Must be diligent in the use of the Internet and able to review government and regulatory web sites.
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards and observe common sense rules of safety in all on the job activities.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit for prolonged periods. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- Noise level in the work environment is usually moderate.