



## **1<sup>st</sup> Capital Bank**

### **POSITION DESCRIPTION**

Title: IT Manager/Senior IT Manager

Reports to: Chief Information Officer

FLSA Status: Exempt

Here at 1st Capital Bank, we are seeking an experienced IT Manager to join our outstanding team on-site at our corporate office in Salinas, CA. We are searching for an IT Manager to lead the day-to-day administration and management of various components of the Bank's IT infrastructure and operations. As an IT manager, you actively promote increased integration, persistent stability, and efficiency in the operation of the IT infrastructure. The manager is a critical partner in understanding internal end-to-end IT processes, identifying improvement areas, and mitigating operational, financial, and technological risks.

This is an excellent opportunity for an experienced IT professional who understands how technology enables efficiency and sustains growth while maintaining critical risk controls to protect the Bank's data. If you are an experienced IT professional looking for your next leadership role or an experienced leader eager to make a long-lasting impact, we invite you to apply. This position may be filled at a senior manager level.

1st Capital Bank offers a welcoming, friendly work environment and caring attitude toward its employees. The Bank places great value on its employees, realizing its success as a community bank is largely due to an extraordinary staff.

Our mission is to provide sustainable value to our Customers, Communities, Team Members, and Shareholders. We aim to achieve this using our five values: Integrity 1st, Responsive Relationships, Passionate Service, Creative Nimble Solutions, and Prosperity Together. Integrating this into our work helps us achieve our vision of Cultivating Thriving Communities.

We offer competitive compensation and a strong benefits program which includes:

- Medical/Dental/Vision/Additional Life Insurance
- Life Insurance and Long-Term Disability Insurance – employer paid
- Vacation
- Sick Leave
- Observed Holidays
- 401(k) plan with an employer matching contribution
- Health Savings Account or Flexible Spending Account
- Employee Assistance Program
- Up to 40 hours a year of paid volunteer time to devote at local nonprofit agencies

### **Sample of duties include, but are not limited to:**

- Demonstrate up-to-date expertise in Information Technologies and apply this to the development, execution, and management of action plans by providing a proven supervision, advice and guidance to others in the application of Technology.

- Manage IT infrastructure and Operations. Supervise day-to-day Desktop Support / Helpdesk services and drive timely resolution of IT related incidents.
- Lead or participate in multiple projects by completing and updating project documentation; managing project scope; adjusting schedules when necessary; determining daily priorities; ensuring efficient and on-time delivery of project tasks and milestones; following proper escalation paths; and managing customer and supplier relationships.
- Be vigilant in the protection of Bank data by escalating critical exposure points in IT operational processes and protocols.
- Partner with Innovation Leads to execute and deliver on commitments aligned with overall strategic plan or day to day operating needs of the Bank.
- Serves as a primary point of contact for outside technology vendors, including reviewing proposals for new equipment and services and negotiating contracts. Manages the Bank's IT related vendors, including contract compliance, service level agreements, and billing. Evaluate vendor products relating to information systems. Perform risk assessments and prepare appropriate action plans.
- Assess the needs, opportunities, and risks associated with new initiatives by participating in feasibility analysis.
- Develop effective cross-functional relationships with business process owners throughout the bank. Manage internal and external partner relationships (MSP and third-party vendors).
- Identify and lead execution of projects that achieve 1st Capital Bank's strategic plan and IT operational excellence.
- Adhere to overall Bank's policies and corresponding processes.
- Organize and lead network / system / application conversions, upgrades, and enhancements.
- Investigate information security breaches, recommend appropriate responses and work with internal/external teams on mitigating any risks.

### **Education/Experience:**

- Bachelor's degree required - professional experience may be used in combination with or in lieu of education requirement.
- Five or more years of experience working in a highly regulated industry, preferably in banking or financial services.
- Seven or more years of relevant IT experience.
- Medium-to-advanced knowledge of subjects such as infrastructure (network, servers, storage) design / architecture / management, endpoint protection, SSO, MDM, BYOD, DLP, IAM, VPN, AD, VMware, Microsoft Azure, Cisco.
- Strong knowledge of risk management, quality control methods, and understanding of problem identification and resolution analysis.

### **About 1st Capital Bank:**

1st Capital Bank is a locally owned and managed community bank headquartered in Monterey County. We provide professional banking, including credit and cash management services to businesses, professionals, and residents throughout California's Central Coast. 1st Capital Bank is a 5 Star "Superior" rated bank by Bauer Financial.

1st Capital Bank is an Equal Opportunity Employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, genetic information, protected veteran status, or disability.

**Compensation:**

Competitive compensation, dependent on experience, in the range of \$116,000 - \$155,000 per year.

**Location:**

On-Site in Salinas, California.