



JOB POSTING NOTICE

All applications will be reviewed and selected for posted positions without regard to race, color, religion, national origin, sex, age, marital status, or disability.

Posting Date: February 3, 2010

Job Posting #		Position/Status/Grade	Location
10-012		Director of Information Services Full-time Grade: 24-1 Salary: \$6044. - \$9671.	Information Services Dept, Medford, OR

Summary:

Maintains an in-depth knowledge of the bank's systems and software applications. Utilizes analysis and project management skills to propose, implement and support systems efficiencies throughout the bank, including automated workflows. Consults and works closely with user and IT departments to develop efficient and cost effective processes. Manage various special projects as assigned by the Chief Information Officer (CIO).

Relationships:

Reports to: SVP, Chief Information Officer

Contacts: Branch Staff, Operations & Administration Staff and Outside Contacts

Duties and Responsibilities:

- Assists and backs up the CIO in the integration, delivery and management of bank systems
- Provides consultation and technical support of banking systems and operational processes
- Prepares feasibility studies and project proposals for improving IT and bank operations
- Manages or participates in technology driven projects
- Provides analysis and planning of systems, workflows and processes.
- Develops and analyzes data sources and outputs to ensure accuracy and completeness
- Assists in preparation and administration of IT operations, budgets and vendor interactions
- Focus on the customer and provide quality customer service
- Represent the Bank in a courteous, friendly and professional manner
- Perform other duties as assigned.

Position Qualifications:

- Bachelor's degree in a relevant discipline preferred
- Ten years progressive IT experience preferred, with solid experience with Microsoft Windows server and client software, and automated workflow and imaging systems
- Five years experience working with or for financial institutions
- Expertise in core banking applications, including Fiserv Premier
- Strong managerial/leadership skills
- Project Management experience preferred
- Strong analytical and logical problem solving skills
- Strong written and verbal communication/ interpersonal skills
- Excellent organizational skills, detail orientation and ability to work with minimal supervision
- Demonstrated history of sound judgment; initiative and flexibility
- Ability to work quickly, manage multiple priority tasks and meet deadlines
- Ability to "think outside the box", explore new opportunities, techniques, procedures and approaches
- Maintain a current knowledge of and process work in accordance with Bank policies and procedures
- Ability to function in a team environment, be a team player and possess good team building skills

Position Qualifications (Cont.):

- Proven customer relations skills
- Ability to deal professionally with customers, bank personnel and outside contacts
- Ability to look and project a professional image.
- Thorough understanding of bank's Affirmative Action Plan and Equal Employment Opportunity guidelines
- Knowledge and understanding of the bank's CRA program
- Specifically adhere to the Bank's CIP, BSA and related security procedures
- Complete required Compliance training within established time frames
- Valid driver's license