



<b>Position Title</b>		<b>Division</b>
VP, IT Infrastructure & Security		Information Technology
<b>Reports To:</b>	<b>Department</b>	<b>Date</b>
Chief Information Officer	IT	December 13, 2021
<b>Supervises</b>	<b>FLSA</b>	<b>Revised</b>
AVP, Network Administrator, Systems Admins	Exempt	

### GENERAL SUMMARY

The VP, IT Infrastructure & Security contributes significantly to the overall success of Navigant Credit Union through technology leadership in the planning and strategy, architecture, deployment, and management of essential infrastructure and security services. The VP, IT Infrastructure & Security is also responsible for the coordination of network operations in collaboration with the other divisions of IT, with the goal of availability, performance, scalability, and security of our internal and cloud environments. This position reports directly to the Chief Information Officer.

### MAJOR RESPONSIBILITIES

1. Provides leadership, guidance, and direction to the IT Infrastructure and security teams. Ensures a trained, motivated, and professional staff. Interviews, schedules, trains, assign work; establish performance expectations and monitors results. Recommends subordinates' discipline and/or discharge while maintaining required personnel documentation—coaches and counsels' staff, as necessary.
2. Works closely with the Chief Information Officer and senior management on the overall technology strategy focusing on infrastructure, cloud, and security.
3. Leads and delivers the infrastructure capability transformation for Cloud and internal systems, with focus on user-experience, resilience, performance, availability, security, and total cost of ownership.
4. Oversees all corporate, datacenter, and colocation LAN, WAN, WLAN, and security infrastructure.
5. Ensures alignment of business needs and IT capabilities by keeping abreast of latest technologies and enhancements of existing platforms.
6. Works closely with all divisions of IT on overall Disaster Recovery and Resiliency planning and testing. Develops Cloud environment DR strategy and ensures appropriate infrastructure is in place to support it.
7. Manages and executes projects utilizing the Information Technology Infrastructure Library (ITIL) framework; knowledge of Information Technology Service Management (ITSM) principles; Service Oriented Architecture (SOA); Agile Methodology; and/or other technical methodologies and frameworks.
8. Manages all aspect of Infrastructure and Security not limited to Access Control, Configuration Management, Release Management, Change Management, Penetration Testing/Remediation, Firewall Management, Domain Management, Routine Security Updates, Critical System Updates, etc.
9. Develops reporting on security and infrastructure KPI's and SLAs to contribute to Navigant's overall Enterprise Risk Management.
10. Performs other duties as assigned.

**QUALIFICATIONS:**

*Education*

Bachelor’s Degree preferably in an Information Technology/Information Security concentration from an accredited College or University. Experience and applicable certifications can be substituted in lieu of degree.

*Experience/Skills/Knowledge:*

1. 10+ years of professional experience in IT, with familiarity of Technology processes, methodologies, and frameworks.
2. 5+ years of proven leadership at a senior level directing a team of direct reports and associate staff.
3. 5+ years of hands-on experience with multi-location environments, Microsoft Server administration, storage technology administration, network and security administration, management of firewalls/routers/switches/wireless access pints/IDS/IPS/DLP/etc., and/or compliance requirements.
4. 3+ years of experience with cloud services such as O365 and Azure.
5. Ability to effectively conduct presentations and training programs.
6. Ability to handle multiple projects/priorities simultaneously with minimal oversight with an effective outcome.
7. Ability to deal with highly confidential information.
8. Must possess strong service orientation skills in alignment with the Credit Union’s mission and core values.
9. Excellent verbal, written, telephone and interpersonal communication skills including the ability to communicate technical information to non-technical personnel.
10. Some travel required. Ability to lift a minimum of 25lbs. e.g. file boxes.

**GENERAL DESCRIPTION:**

*In terms of physical requirements, this position requires work best described as:*

- Sedentary    Light    Medium    Heavy    Very Heavy

**PHYSICAL TASKS:**

- Standing/Walking/Bending/Stooping – Continuous.
- Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
- Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
- Reading – Ability to receive information through fax, e-mail and text messages – Continuous

**AUDIO / VISUAL:**

- Requires vision to perform work dealing with data and figures and computer screens. -Continuous
- Requires ability to prepare and execute presentations, training programs and seminars.-Continuous

**PSYCHOLOGICAL/MENTAL DEMANDS:**

- Responds positively and productively to stressful internal (employee)/situations. - Continuous
- Assists others to work harmoniously and effectively as part of a work team. – Continuous

<b>Employee’s Signature</b>	_____	<b>Date</b>	_____
<b>Manager’s Signature</b>	_____	<b>Date</b>	_____
<b>Human Resources’ Signature</b>	_____	<b>Date</b>	_____