Position: **INFORMATION TECHNOLOGY ASSISTANT**

Summary: The IT Assistant is a highly technical and administrative position of a responsible nature in connection with the Bank's information systems, computer networks and equipment and also with procedures pertaining to online banking.

Reports to: VP & IT Officer

Summary of Job Duties:
- Serve as an assistant to the VP IT Officer in all areas of IT
- Coordinate and provide support as needed with regard to the computerized operational and informational needs of the Bank
- Assist in the planning, development and implementation of procedures and policies for all computer-related functions
- With supervision, interact with computer support vendors to refine, enhance and upgrade existing systems
- Review systems efficiencies to determine operational problems on an ongoing basis
- Assist with supervisor and vendor(s) in the set up and maintenance of computer unit and peripheral equipment
- Respond to user questions, troubleshoot and resolve problems within scope of expertise and supervision

Summary of Job Requirements:
- High School education
- Experience in Information Technology
- Knowledge of operational activities, computer network technologies, operating systems, hardware and software
- Knowledge of banking functions, laws, regulations and compliance
- Must have technical and analytical skills
- Courteous and professional communication skills
- An understanding of Microsoft applications