



Title: Assistant CIO	Location: Green Bay, WI
Type: Direct Hire – Full Time, Benefits	Industry: Financial Services Technology

Essential Job Functions:

- Acting CIO during the absence of the CIO
- Manage/mentor senior and junior team members and guide daily operations for High-Performance.
- Project Management.
- Workload and manage daily production and of the team.
- Interpret and communicate work procedures and company policies to staff.
- Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.
- Coordinate activities with other supervisory personnel or with other work units
- Leads in the resolution of complex problems and clearly documents resolutions on problem reports.

Requirements:

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Project Management--- Knowledge and experience managing large scale projects
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Technical — Understands at an advanced level the principles and concepts of the key technology in use, including, wide area networking, local area networking, operating systems, systems management/operations, Application Support and security.
- Computers and Electronics — Knowledge of firewalls, servers, routers, switches, and computer hardware and software, including applications and programming.

Other Skills / Abilities:

Skills

- Able to analyze inter-related difficult/complicated situations with careful attention to detail as it fits into the larger picture
- Strong, proactive and creative problem-solving skills
- Able to effectively handle and manage multiple complex tasks within specific time frames.
- Able to easily and positively adjust to changing priorities and department processes.

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To inquire about this position, please send an email with your contact information to contact@tacitLLC.com. Or call Joe Rosenfield directly at 920.437.4391.

- Effectively manages time and work flow to meet schedules.
- Effectively communicates with internal personnel and external users.
- Expresses ideas and technical subject matter clearly and concisely.

Experience

- 10 years or progressive, related IT experience required
- Minimum of 5 years in IT service delivery related roles: service desk, operations, deployment
- Minimum of 5 years IT management experience
- Experience with and enterprise ITSM systems
- Experience with project portfolio management preferred