



Assistant IT Manager Clarinda

Please forward resume and completed job application via mail or email to:

Attn: James Johnson
PCSB Bank
P.O. Box 237
Clarinda, IA 51632
James.Johnson@WeArePCSB.com

SUMMARY

The successful candidate will be a solution and service oriented team member. Primary responsibilities include managing the day to day operation of the company network, assisting users with computer and network issues, patching and updating systems as needed, and providing support with compliance tasks. Includes some travel to bank branches as needed. Full-time position, reports to IT Manager of PCSB Bank Clarinda.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide internal technical support and trouble-shooting for all staff users concerning their access of resources on the network
- Assist IT Manager with implementation of special projects - e.g. new product testing, branch computer and printer configuration, installation of new servers
- Upgrade network hardware and software components as required, and perform network troubleshooting to isolate and diagnose common network problems
- Perform onsite and remote troubleshooting to isolate and diagnose common problems
- Assess and manage information security risk, and provide support with compliance tasks

MINIMUM QUALIFICATIONS

- Banking experience preferred, as well as two year technical degree in computer science or information technology related field OR at least 5 years of formal information technology experience
- Excellent verbal and written communication skills
- Excellent telephone and interpersonal skills
- Excellent problem-solving, negotiation, and time management skills
- Proficient computer skills