IT Coordinator

Farmers
F B & T Bank & Trust
Member FDIC

LOOKING FOR A GREAT WORK ENVIRONMENT?

FB&T is a friendly, team-oriented business with good benefits and paid vacation. Looking for someone with IT experience to join our growing team! You must be motivated, reliable, and detail oriented.

The IT coordinator must be knowledgeable in software, hardware and networks and be able to quickly troubleshoot, diagnose and repair issues with computers and networks so that the bank experiences as little downtime as possible. The IT coordinator will monitor and review the IT systems which include computers, networks, internet access, telephone lines and other technology.

KEY DUTIES & RESPONSIBILITIES:

- Review and update IT Policies and Procedures
- Work with management and other departments to implement a successful IT plan and institute protocols for the use of IT
- Assist in the implementation of the IT plan, providing training to all employees
- Establish various guidelines for evaluating the IT systems and determining where changes should be made
- Assist in budgeting for IT expenses, including the purchase of new equipment and software when necessary
- Handle installation and configuration of software and hardware
- Monitor system and network performance
- Diagnose issues when computers or other technologies are not working as they should
- Implement a plan for repair or replacement of computers and other forms of technology and maintain licenses
- Work closely with outside IT Consultants and an internal IT Committee
- Form strong bonds with equipment manufacturers and service providers so that issues can be resolved more quickly
- Coordinate external IT audits, promptly reporting their findings to the Board of Directors and taking responsibility for getting the bank back into compliance
- Other duties as assigned by management

GREAT BENEFITS: BCBS Medical / BCBS Dental / VSP Vision / Paid Vacation / visit our website for full list!

CONTACT:
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