

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for sixty (60) years and sets us apart from competitors.

Position Description:	IT Infrastructure Lead		
Reports To:	Director of Information Technology	Department:	Information Technology
Supervises:	Help Desk and Desktop Administrator Staff	Classification:	Full-Time, Exempt

🕒 Hours:	8:00 am-5:00 pm, Monday through Friday; other days and hours as needed. Hours may fluctuate and exceed 40 hours in some weeks.		
🏠 Location:	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
📌 Role:	The IT Infrastructure Lead is responsible for managing and maintaining the bank's IT infrastructure. This position provides technical leadership within the department, ensures outstanding customer service at the Help Desk, and supervises Help Desk and Desktop Administrator staff. Supervisory duties include setting schedules, assigning tasks, and ensuring those under their direction have adequate resources to complete their jobs.		
🔗 Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	<ul style="list-style-type: none"> • Provide technical leadership within the IT department • Administer Windows servers • Utilize VMWare technologies effectively • Ensure proper security and disaster recovery capabilities are maintained • Develop and execute backup and recovery plans • Oversee the maintenance of user profile security • Manage IT projects following the IT Project Management methodology to ensure they are completed on time and within budget • Provide desktop and Help Desk support as needed • Perform on-site and remote technical support • Maintain excellent communication with IT management on all tasks and projects • Create and maintain technical documentation • Provide emergency on-call support • Interface with software vendors to resolve issues • Solve problems independently • Conduct all actions consistent with quality customer service, friendliness, and the overall mission of the bank <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		

Experience:	<p>Required Experience:</p> <ul style="list-style-type: none"> • Five years of technical experience • Three years of experience with virtualization technologies, including VMWare • Experience with security applications such as antivirus, intrusion prevention systems, firewalls, vulnerability assessment tools, and event monitoring/correlation utilities • Two years of experience in administering and troubleshooting Microsoft Active Directory • Ability to provide on-call support <p>Preferred Experience:</p> <ul style="list-style-type: none"> • Experience with Office 365 • Experience with Webex Calling • Experience with Managed Service Providers (MSPs) • Experience in integration and cloud computing (specifically Microsoft Azure)
Education:	<ul style="list-style-type: none"> • High school diploma or equivalent required. Bachelor's degree is preferred. • IT or IT Security certifications (e.g., CISSP, MCP) are preferred or must be obtained within three years of hire
Skills & Abilities:	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills • Excellent customer service skills and willingness to assist others • Ability to relate and empathize with others • Effective listening, oral, and written communication skills • Detail-oriented and goal-oriented • Initiative and self-starter • Proficient in Windows network setup, administration, maintenance, and upgrades • Proven networking, routing, and security aptitude.
Competencies:	Commitment to CoreFirst Values: Respect, Communication, Integrity, Initiative, and Accountability, and demonstrated competencies in Customer Focus, Compliance, Ethics, Perseverance, and Time Management

Physical Requirements:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required, including the ability to lift up to fifty (50) pounds.</p>
Travel:	Travel is primarily local during the business day, although some local evening and weekend travel may be expected.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
Other:	<ul style="list-style-type: none"> • Applicants must have a clean driving record and pass a drug screen and background checks • Internal applicants must meet the minimum requirements of their current job, notify their manager that they are applying for the position, and submit a resume via the employee portal
CoreFirst Employment Practices:	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

I, _____, acknowledge by my signature below that I have received a copy of my position description.

Print Name

I have read and understand my job duties and responsibilities as **IT Infrastructure Lead**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? _____ Yes _____ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

Employee Signature

Date

HR Representative Signature

Date

Revised: 5/2026 KR