



Vice-President and Chief Information Officer

SUMMARY:

Performs highly advanced (senior-level) managerial work, providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan and goals and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Plans, assigns, and supervises the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Directs activities of staff within program areas.
- Provides direction, guidance, and assistance in program area(s).
- Establishes goals and objectives that support overall strategies; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
- Plans, develops, implements, coordinates, monitors, and evaluates policies.
- Plans, assigns, and supervises the work of others.
- Reviews guidelines, procedures, rules, and regulations, and monitors compliance.
- Reviews and approves management, productivity, and financial reports and studies.
- Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.
- Reviews budgets and provides final approval.
- Develops and implements techniques for evaluating program activities.
- Develops goals and objectives consistent with the agency strategic plan.
- Identifies the need to revise program area(s).
- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behaves ethically and with integrity and always follows the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee.

EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:

- Bachelor's degree in information technology or related field, or equivalent in education and experience; advanced degree preferred.

- At least 10 years experience managing an information technology area , preferably within the life insurance industry.

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A friendly, positive, learning-oriented attitude.
- Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management.
- Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare concise reports; to communicate effectively; and to plan, assign, and supervise the work of others.

WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.