

# Brunswick Electric Membership Corporation

Supply, North Carolina

## Vice President, Technology

*Dept.:* Technical Services

*Reports to:* CEO/General Manager

*FLSA Status:* Exempt

*Effective/Revised Date:* 3/5/2019

### Organizational Relationships

CEO/General Manager

**Vice President, Technology**

Manager, Information Services

Supervisor, GIS

Supervisor, Control Center

### **Performance Factor Levels:**

<b>Customer Focus</b>	<b>3</b>
<b>Teamwork</b>	<b>2</b>
<b>Innovation</b>	<b>2</b>
<b>Communication</b>	<b>4</b>
<b>Initiative</b>	<b>2</b>
<b>Quality Focus</b>	<b>2</b>
<b>Leadership</b>	<b>4</b>

### **Development/Learning Curve:**

**18 months**

### **Position Purpose:**

Oversee the Operational Technology (OT) and Informational Technology (IT) systems of the Cooperative with specific management responsibilities for the Control Center, GIS (Geographical Information Systems) and IS (Information Services) departments. Establish a technical vision for the Cooperative and lead all aspects of the Cooperative's technological development.

### **Essential Functions:**

- A. Work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization; Define and implement IS policies, procedures, and best practices.
  1. Evaluate IS Department operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources

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2. Monitor the deployment, maintenance, development, upgrade, and support of all IS voice, image and data systems.
  3. Support research on potential technology solutions and feasibility of implementation.
  4. Develop business case justifications and cost/benefit analyses for IS spending and initiatives.
  5. Develop and implement IS policies and procedures including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
  6. Research, develop and maintain a secure integrated network for Board and staff communications and meetings.
  7. Research and develop safe and secure options for utilizing social media for additional communication with our members.
  8. Create and maintain our communications network, both voice and data, which allows maximum efficiency for our day to day users and incorporates the necessary safeguards to insure a safe and secure environment for our data.
  9. Identify and evaluation of mobile data options and potential implementation for BEMC.
- B. Comprehensively address security, both cyber and physical, and the handling of data and all associated components, to include architecture design, access controls, procedures, criticality identification and mitigation strategies.
1. Ensure that third-party providers employ adequate security measures to protect information, applications, and/or services outsourced from the organization.
  2. Ensure that BEMC's communications network (voice & data) is properly and effectively protected and the integrity of the information systems are maintained at a high level.
  3. Ensure assessments are conducted on a routine basis which will help identify all critical vulnerabilities in physical and cyber components, as well as in their interdependencies.
  4. Direct the education and training for system users as to proper procedure and protocol and to enhance and maintain an appropriate high level awareness of physical and cyber security.
  5. Ensure that BEMC's network and information/data systems are operated as to prevent/avoid the contamination, dissemination or breach of information to unauthorized parties or entities.
  6. Ensure compliance to all local, state and federal rules and regulations in regards to the privacy and protection of systems information.
- C. Serve as full participant of executive committee.
1. Participate in enterprise level decision making, strategic planning processes, and the implementation of initiatives.
  2. Define and implement a Technology Plan for the Cooperative in conjunction with the overall Strategic Plan.

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3. Evaluate alternatives, execute and evaluate the impact of initiatives to the strategic direction.
  4. Participate in the development of the Enterprise Risk Management (ERM) initiative for the Cooperative:
    - i. Define and evaluate the risks associated with IT/OT systems and the adoption or rejection of new technologies
    - ii. Determine the likelihood, impact, speed, and mitigation opportunities for risks.
    - iii. Quantify and compare Technology risk across the spectrum of enterprise risks.
- D. Oversee and direct the Information Services (IS) department
- E. Oversee and direct the Geographical Information Systems (GIS) department
- F. Oversee and direct the Control Center department
- G. General management responsibilities
1. Direct and support activities of the departments within the Technical Division (Control Center, GIS, IS) and ensure their alignment with the strategic objectives of the organization
  2. Manage and organize the Technical Division to utilize skills and experience of the workforce to best advantage.
  3. Evaluate equipment, software, processes and procedures to insure current efficiencies and optimum performance and productivity.
  4. Keep abreast of current and emerging software and hardware technologies for all areas of responsibilities.
  5. Plan for utilization of facilities, equipment and personnel to meet current and future operational needs.
  6. Encourage cooperative efforts among areas, evaluate personnel assignments and responsibilities, and ensure that area personnel receive the physical resources and management support in achieving the Cooperative's objectives.
  7. Review and evaluate workloads and operating schedules regularly.
  8. Formulate and enforce policies and operating procedures for areas of responsibility.
  9. Plan and conduct department staff meetings to maintain communications flow.
  10. Develop an annual operating budget for each area supervised and monitor actual expenditures to ensure adherence to budgeted amounts.
  11. Oversee financial aspects of each department, including purchasing, budgeting and budget review.
  12. Review, analyze, establish benchmarks and make recommendations for the improvement and growth of the infrastructure and systems within each area.
  13. Oversee and assist with the development of request for proposals (RFP) for services and equipment associated with each department.
  14. Negotiate and administer vendor, outsourced services, and consultant contracts for each area of responsibility as needed.

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15. Monitor and approve any justified additional staffing needs for areas of responsibility.
16. Assess, identify and plan annual training needs among staff personnel.
17. Develop and establish sound reporting procedures, oral and written, insuring solid communications among staff and departments.
18. Evaluate performance of staff personnel and each department's performance.
19. Implement compliance program to include an awareness of all existing and future mandates and incorporate pertinent documentation and procedures to insure proper adherence to such requirements.

### **Other Duties:**

Perform other similar or related duties as assigned.

### **Physical Demands:**

Very limited physical effort required to manage job responsibilities within assigned areas.

### **Mental/Visual Requirements:**

Frequent visual attention and manual dexterity required to plan, direct, organize and oversee activities in assigned areas of responsibility.

### **Environmental Conditions:**

Usual office environment with exposure to varying weather conditions during travel to various locations.