IFA ILLINOIS FINANCE AUTHORITY

ILLINOIS CLIMATE BANK

160 North LaSalle St.
Suite S-1000
Chicago, IL 60601
312-651-1300
312-651-1350 fax
www.il-fa.com

JOB DESCRIPTION

JOB TITLE:	IT Manager
EMPLOYER:	Illinois Finance Authority/Climate Bank
REPORTS TO:	Chief Operating Officer
LOCATION:	160 N. LaSalle Street, Suite S-1000, Chicago, IL 60601

I. ILLINOIS FINANCE AUTHORITY/CLIMATE BANK OVERVIEW:

Do you want to use finance to combat climate change, promote equitable economic development, and enhance the quality of life for all the people of Illinois? Do you have the motivation, work ethic, skills, and grit to join a small, growing, and talented team at the forefront of climate finance? The Illinois Finance Authority & Climate Bank ("IFA-CB" or "Authority") needs motivated and hardworking professionals to maximize the impact of new federal funding and to better deliver existing financial products in Illinois. If this describes you, then apply to join the IFA-CB.

IFA-CB is a nationally recognized conduit issuer in the tax-exempt financing market and the commercial property assessed clean energy financing market. IFA-CB issues tax-exempt qualified private activity bonds and property assessed clean energy bonds or notes to facilitate the funding of eligible projects by borrowers that create long-term economic value in communities throughout Illinois.

The Authority is seeking a talented and experienced IT Manager to establish and lead a new information technology ("IT") function to (1) manage the integrity, security, and overall protection of the current IT/telecom environment including but not limited to equipment, applications, hardware, software, and in-office and Internet (i.e., online/web-based programs/operations) and related data and information; (2) provide complete and timely technical support for issue requests by providing timely and effective issue resolution; (3) perform comprehensive annual IT risk assessments and implement cyber-security tools and protocols designed to identify existing and/or potential vulnerabilities that could adversely impact daily Authority operations and erode the reputational integrity of the IFA-CB; (4) partner with Authority business units and programmatic initiatives to identify opportunities that may benefit from innovative IT concepts and solutions.

IFA-CB offers competitive benefits, including a 401(a) defined contribution retirement savings plan with matching contributions, comprehensive and competitive health, life, and disability insurance, and paid time off. IFA-CB employees are at-will employees and are subject to various State ethics requirements, including revolving door prohibitions, but are not subject to the State of Illinois Personnel Code. IFA-CB is an equal opportunity employer.

IFA-CB generates its own operating revenue and is not supported by State taxpayer appropriations. The IFA-CB meets publicly each month.

II. POSITION SUMMARY:

Under the direction of the Chief Operating Officer ("COO"), this new IT Manager role will establish a formal IT function within the Authority (i.e., IT environment and infrastructure to develop and implement effective policies, services, and protocols) to: (1) manage the integrity, security, and overall protection of the current IT/telecom environment including but not limited to equipment, applications, hardware, software, and in-office and Internet (i.e., online/web-based programs/operations) and related data and information; (2) provide complete and timely technical support for issue requests by providing timely and effective issue resolution; (3) perform comprehensive annual IT risk assessments and implement cyber-security tools and protocols designed to identify existing and/or potential vulnerabilities that could adversely impact daily Authority operations and erode the reputational integrity of the IFA-CB; (4) partner with Authority business units and programmatic initiatives to identify opportunities that may benefit from innovative IT concepts and solutions.

III. DUTIES AND RESPONSIBILITIES:

The following list is intended to describe the general duties and responsibilities IT Manager role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Provide basic/routine IT services daily to all Authority staff to answer questions and resolve common IT issues (e.g., user IDs and passwords resets; scheduling IT services to review and resolve technical problems with Authority issued laptop computers).
- Identify and implement new systems/applications, relevant security patches, and/or other activities designed to enhance the operational functionality and overall efficiency and effectiveness of Authority business and programmatic operations.
- Collaborate with the Authority's external IT vendor partner to plan and execute Authority's migration to a cloud-based IT/telecom infrastructure and environment.
- Perform annual IT risk assessment and vulnerability analysis to ensure the integrity and security to evidence the commitment to IT governance.
- Provide a quarterly "IT Perspective" update to all Authority staff of notable IT work in progress, achievements, and upcoming initiatives/activities.
- Execute the IT onboarding activities for all Authority new employees.
- Complete IT off-boarding activities to ensure the Authority retains its assets assigned to staff separating from the Authority.
- Develop and implement applicable IT policies and protocols governing Authority enterprise information management.
- Initiate and execute monthly backup, and perform periodic restoration testing, of Authority enterprise electronic records (i.e., files, data, and information).
- Collaborate with the Authority's external IT vendor partner to develop, test, and periodically update a formal disaster recovery and business continuity plan designed to ensure Authority operations continue in the event of crisis or catastrophe.

- Identify and implement tools and protocols designed to enhance the Authority's commitment to continuous monitoring and management of cyber-security applications, processes, protocols, and related activities designed to intensify the capabilities to detect and prevent any threat to any Authority data and information.
- Oversee ongoing updates and management of the IFA-CB website and corresponding protocols and procedures exist to ensure the integrity and security of data and information presented online.
- Create rational strategies for upgrading the company's network software whenever a new update is available.
- Working closely with other department Managers to assess the growth needs and evaluating whether innovative IT solutions can help facilitate such endeavors.
- Serve as liaison between the Authority and other participants partnering, or otherwise assisting in the successful development of IT policies and protocols and the execution of IT functional activities and procedures designed to achieve organizational goals and objectives and comply with applicable laws and regulations.
- Other IT related requests as requested by members of the executive management team.

IV. QUALIFICATIONS:

- Bachelor's degree in computer science, and/or another business-related field, plus four or more years of information technology experience or equivalent combination of education and experience.
- IT certifications such as CISA, CISM, CCSP, CISSP, CRISC, and working knowledge of NIST, SOC reporting requirements highly desirable.
- Experience working in a government organization is preferred but not required.
- Proven experience implementing IT/telecom best practices, policies, and knowledge of applicable compliance requirements.
- Establish and maintain a comprehensive Authority IT asset inventory (accurate and transparent internal records) required to ensure complete and accurate internal records and support the preparation and submission of IT compliance reporting requirements in accordance with applicable laws and regulations.
- In-depth knowledge and practical experience establishing and maintaining a secure, reliable, and efficient cloud-based IT/telecom infrastructure.
- Demonstrated experience planning and performing IT risk assessments, vulnerability analyses, and documenting/testing IT-related internal controls.
- Strong project management skills.
- In-depth understanding of programming, computer science, and evolving cyber-security tools, applications and future innovation opportunities.
- A clear understanding of client/server technology and network architecture.
- Good communication, writing, speaking, interpersonal, and active listening skills.
- Strong problem-solving, critical thinking, and decision-making skills.
- Exceptional customer service and attention to details.

Interested and qualified candidates should forward their resume and cover letter and list of three professional references to hr@il-fa.com.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.