

Firm/Company Name Flaster Greenberg PC

(Send copy of firm logo for posting)

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|------------------------------|---------------------------------|-------------------------|---|
| Job Title [Position]: | Chief Information Officer (CIO) | Job Category: | C-Suite, Senior Management |
| Department/Group: | Technology | Posted By: | Karen Roberts |
| Location: | Cherry Hill or Philadelphia | Travel Required: | occasional - locally |
| Level/Salary Range: | | Position Type: | [i.e.: full-time, part-time, etc.] Full-time |
| HR Contact: | Karen Roberts, HR | Date posted: | November, 2022 |
| Reports to: | Executive Director | Posting Expires: | [i.e., 30-days] 60 days |

Applications Accepted By:

Fax or E-mail:

recruiting@flastergreenberg.com

Attention:

Hiring Manager

Mail:

Job Description

Brief Summary:

Flaster Greenberg is seeking a Chief Information Officer (CIO) to lead the firm's technology efforts and its IT team. This person can work in either our Cherry Hill or Philadelphia office locations with the ability to travel between offices, as needed. This senior management level, hands-on management role is responsible for strategic IT planning, IT security, implementation and support firm-wide. The CIO oversees the IT staff which provides the firm with technical assistance in the areas of network operations, end-user support, telecommunications, training and practice support.

Duties:

Working with consultants and vendors to ensure the highest levels of systems performance and data security.

Act as primary contact for contracts in support of all network systems.

Ensuring IT related contracts and services are meeting or exceeding SLAs.

IT related project Management, as assigned

IT Infrastructure Management, as needed

Staff building and development

Work with senior management to develop annual technology budgets.

Advise senior management on industry developments, research and recommend new software and

Skills/qualifications:

The ideal candidate will have a minimum of 5+ years' technology management and leadership experience; preferably within a law firm or professional services environment. College degree in related field, MIS, preferred. Strong leadership and communication skills (both written and verbal); thorough knowledge of firm software applications and programs: such as Windows Server, Advanced Server;

[NOTE: Attach separate sheet(s) as necessary with the complete job description]