ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

POLICY AND PROCEDURE

POLICY NUMBER:　　　PP-2023-03

SUBJECT:　　　INFORMATION TECHNOLOGIST

EFFECTIVE DATE:　　　APRIL14, 2023

AMENDED:

<u>**INDEX:**</u>

SECTION A:　　　INTRODUCTION

SECTION B:　　　RESPONSIBILITIES AND DUTIES OF THE INFORMATION TECHNOLOGIST

SECTION C:　　　POLICY REVIEW

A. INTRODUCTION

1. The Information Technologist reports directly to the Executive Director.

2. Under the direction of the Executive Director, an Information Technologist is a generalist position that performs a variety of professional technical duties pertaining to the analysis, development, maintenance, and administration of computer hardware and software systems to meet business needs.

3. The Information Technologist will uphold the highest standards of ethics and professionalism and will act in a manner consistent with the Illinois Police Officers' Pension Investment Fund's mission, vision, and strategic plan.

B. RESPONSIBILITIES AND DUTIES OF THE INFORMATION TECHNOLOGIST

1. General responsibilities:

   a. Set up, maintain, and monitor a variety of information systems including network, servers, peripherals, operating systems and user applications to assess the functionality and efficiency of systems.

   b. Plans, implements, and monitors hardware and software upgrades, patches, security measures, and backup/recovery processes.

   c. Installs, configures, and administers a variety of commercial, off-the-shelf (COTS) applications.

   d. Meets with IPOPIF team to identify business system needs and recommend hardware/software solutions.

   e. Provides professional and technical support for systems design and troubleshoot computer problems.

   f. Anticipate and report the cost of replacing or updating computer items.

   g. Performs other related duties, as assigned.

2. Duties:

   a. Analyzes, develops, maintains, and administers information systems.

   b. Develop and maintain network structure, configuration, processes, and technology needs.

   c. Manage all current and hardware and software systems.

   d. Research additional technologies for performance and cost and provide recommendations to the Executive Director.

   e. Provide day-to-day IT support to team members by trouble-shooting hardware and software issues.

   f. Set-up audio/visual equipment for meetings including microphones, speakers, and recordings.

   g. Create data back-up plans for disaster recovery.

   h. Onboard new hires into systems and conduct IT orientation.

   i. Assist Executive Director in preparing annual IT budget.

   j. Special projects as assigned.

3. Knowledge of:

    a. General principles, methods and techniques used in designing, developing, testing, and implementing information technology systems.

    b. General operations, services, concepts, terms, and activities common to a comprehensive, state-of-the-art information systems program.

    c. Computer hardware and software systems, computer infrastructure elements including local and wide area network administration, applications, personal computers, disaster restart and recovery systems, general principles, and practices of system security.

    d. TCP/IP, routers, switches, ethernet and network design.

    e. Structured analysis and other database concepts.

    f. Standard business software tools such as database management, word processing, spreadsheet, e-mail, internet browser programs. Knowledge with Microsoft products important.

4. Ability to:

    a. Establish and maintain professional relationships with members of the Board of Trustees, IPOPIF management and professional staff, and consultants.

    b. Communicate in English clearly, concisely, and effectively both orally and in writing. Work products must be complete, comprehensive, and accurate when submitted.

    c. Work under pressure.

    d. Exercise appropriate judgement in answering questions and releasing information.

    e. Coordinate multiple activities with conflicting deadlines.

    f. Communicate effectively both orally and in writing.

    g. Make effective decisions.

5. Qualifications:
   a. Bachelor's degree in information technology, computer Science, information science or related field
   b. 5+ years of experience in information technology management
   c. Experience working in professional services or public pension industry.
   d. Comprehensive knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
   e. Thorough understanding of IT infrastructure and best practices
   f. Strong problem-solving and project-management skills
   g. Any combination of education, training and/or experience that could likely provide the desired knowledge and abilities.

C. **POLICY REVIEW**
1. The Policy is subject to change in the exercise of the Board's judgement.
2. The Board of Trustees will review this policy at least every two (2) years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.
3. In the event of legislative changes to the pertinent sections addressed in this policy, the Board will review the policy as appropriate.
4. This policy was adopted by the Board of Trustees on April 14, 2023