



## Vertical Bridge Job Description

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|--------------------|--|---------------------|------------|
| <b>Job Title:</b>  | Vice President, Information Technology | <b>Date:</b>        | 07/14/17   |
| <b>Department:</b> | Information Technology                 | <b>Location:</b>    | Boca Raton |
| <b>Reports To:</b> | Chief Executive Officer                | <b>FLSA Status:</b> | Exempt     |

### **Purpose:**

The Vice President, Information Technology will be responsible for leading the information technology organization at Vertical Bridge. This includes managing a team of full time employees and contractors focused on implementing new information technology systems, improving existing systems and maintaining current systems. The candidate must ensure maximum availability of the company's computer systems and networks at all times. The successful candidate will work effectively with other members of the Vertical Bridge management team in an effort to make the overall Vertical Bridge team as efficient as possible.

### **Job Functions:**

1. Work with the Chief Information Officer, Digital Bridge, to develop an information technology strategic and tactical plans that meets Vertical Bridge requirements and allows for synergy across Digital Bridge companies.
2. Oversee delivery of custom software. This includes site and lease management software, related software modules (e.g., competitive market analysis), SharePoint-based workflows and myriad reports, models and dashboards.
3. Provide leadership to information technology personnel, both full time employees, contractors and consultants. Develop job requirements and bonus goals. Evaluate employees annually and recommend merit increases and bonus payments. Interview, hire, retain and terminate employees, as required.
4. Work with internal stakeholders to develop or enhance business processes. Develop software requirements to automate business processes and make them more efficient. Analyze whether software should be developed in-house or if 3<sup>rd</sup> party software should be used based on total cost of ownership, return on investment and the degree of proprietary information.
5. Prepare the information technology budget. Monitor actuals against budget. Work to control information technology related costs. Recommend cost reduction initiatives.
6. Simultaneously manage multiple projects. This includes projects using internal resources and external resources. Effectively communicate project status to stakeholders.
7. Manage vendors, consultants and contractors. This includes, but is not limited to, the management of outsourced IT operational support, help desk and back office functions such as network and system administration.
8. Ensure all systems (infrastructure and software) are highly available. Work with vendors to implement highly available systems. Develop and test a disaster recovery plan. Manage information technology related crises if and when they occur.

### **Supervisory Requirements:**

Lead a team of full time employees and contractors.

### **Working Conditions and Physical Demands:**

Position will work directly from the corporate office and will have minimal travel.



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### **Qualifications:**

1. Four-year degree (BA or BS), preferably in an Information Technology field, is required
2. Master's degree in business or information technology, is desired
3. Minimum five years of Information Technology leadership experience is required
4. Minimum five to seven years' experience in a Microsoft environment, including, but not limited to, SQL Server and SharePoint is required
5. Knowledge of the cell tower industry or the real estate industry is a plus
6. Must possess project management skills and the ability to prioritize tasks in a fast-paced environment
7. Must have demonstrated ability to work with vendors and consultants
8. Must have demonstrated knowledge of agile software development techniques
9. Must have ability to follow established company protocol and communication guidelines and work well within a team-oriented environment as well as being able to work independently
10. Must possess excellent written and verbal communication skills, the ability to establish and maintain effective working relations with internal and external clients

*Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V.*