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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Chief Information Officer (CIO) Exempt Position**

**Reports to:** President / Chief Executive Officer

**Job Summary:**

The Chief Information Officer has the responsibility of devising the company’s IT strategy and making sure the systems needed to support the department’s objectives and operations are in place.

**Job Functions:**

* Set the strategies and objectives for the department in line with Company objectives
* Design and customize systems to improve the customer experience
* Approves purchases of equipment and software
* Establish relationships with information technology providers
* Plan the implementation of new systems and work with all departments to assure successful implementation
* Oversee the networks and computer systems are working and assure any detected problems are fixed with a minimum of downtime
* Stay on top of advancements in technology and if they can be used within the company
* Organize and direct all IT projects
* Provides leadership and direction to the IT team
* Builds relationships with other senior managers to assure the efficient use of equipment and software
* Provides strategic recommendations to CEO and executive management team

**Skills Needed:**

* Past experience (prefer 10 years)as CIO or similar managerial role
* Proven knowledge of IT systems and infrastructure
* At least 10 years experience in building and managing a team
* Strong communication skills, both verbal and written
* Able to develop relationships with all levels of the organization
* Exercise sound judgement
* Strong leadership skills

**Education Required:**

* BSc/BA in computer science, engineering or relevant field,
* MSc/MA preferred

**Other:**

* There will be some travel to business meetings, approximately four times a year
* Has interaction with all employee levels

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.