Perform Air International Inc.
Section VI - Attachments
Att 69.02 - Job Description

Revision	Revision Date	Revision Change
N/I	01/17/2024	Initial Release/Re-release
1	09/26/2024	Revised Qualifications
2	*01/16/2025*	*Revised Title*

Position Title: *Executive Vice President of Information Systems*

Grade Level: 11-3021-26

Exemption Status: Exempt

Division: Information Systems & Technology

Department: Information Systems & Technology Division

Division Manager: *Executive Vice President of Information Systems*

Department Manager: *Executive Vice President of Information Systems*

Immediate Supervisor: President

Duties, Responsibilities and Authority:

This position has the authority and responsibility for the integrity of all electronic data technology to include responsibility for maintenance, tracking, inventory, user help, training, and upgrades of all data systems. This position assumes responsibility for all electronic assets of the company and has the authority to ensure traceability by serial number, for both hardware and software. This position will ensure an adequate back up system, with a segregation of duties for system back up storage and availability. This position is responsible for the daily management reporting and posting functions within the organization, and ensures all systems are updated and current on a daily basis. This position is responsible for upgrades as requested and approved by appropriate personnel, and will train, or assist in training when required, on new products or product upgrades. This position is on call seven days per week, twenty-four hours per day in the event of an electronic failure, where the presence of an Information Technology employee is required.

This position may require travel, and is at the discretion of the immediate supervisor.

The President may assign additional responsibilities of this position at any time.

Qualifications:

Education: BS or BA degree in technical discipline, plus <u>one</u> of the following Experience and Training requirements.

Experience: Five years management experience with responsibility for an Information Technology or Development Team.

Training: At least 100 hours documented training in the Software Development Department.