

KAUFMAN & CANOLES

attorneys at law



Kaufman & Canoles is a highly respected commercial law firm with eight offices located in eastern, central and northern Virginia and in Raleigh, North Carolina. We are currently seeking a highly qualified **Chief Information Officer** to be based in our Norfolk headquarters. The individual will manage a department that includes six individuals consisting of a Systems Engineer, an IT Software Manager, a Training and Development Manager, an IT Support Coordinator and Computer Support Technicians.

RESPONSIBILITIES:

- ... Develop and implement strategies firm-wide to maintain systems, government compliance requirements, and security features required for the success of the firm.
- ... Continually evaluate the hardware and software available to attorneys and staff for potential upgrades and problem resolution.
- ... Manage and train staff in the Information Technology department to ensure excellent internal client satisfaction with prompt and courteous service and recruit and hire new staff as needed to maintain excellent service and performance standards.
- ... Maintain a reliable disaster recovery plan, back-up procedures, and controls for all systems.
- ... Monitor and continually evaluate risk and security measures to prevent threats to systems and data.
- ... Oversee hardware and software training for new and current attorneys and staff to ensure efficiencies throughout the firm.
- ... Prepare the annual budget for maintenance of current systems and capital improvement projects.
- ... Work with vendors to review agreements and negotiate contracts for support, licensing, and services.
- ... Maintain up to date HIPAA and Technology Use Policies and oversee the training of all staff relative to compliance with such policies
- ... Participate and provide a vital role on the Hurricane Preparation and Recovery Team and Technology Committee.

- ... Interface with the firm's Executive Committee, Chairman, Executive Director and Technology Committee, as appropriate, to provide advice, recommendations, proposed budgets and implementation strategy on key technology initiatives as well as to provide leadership and forward thinking in identifying best in class solutions to meet the firm's technology needs.
- ... Travel to the six office locations (Chesapeake, Hampton, Newport News, Richmond, Virginia Beach, and Williamsburg) as necessary. Travel will also be required for conferences or specialized system/software training.
- ... Strive to maintain system uptimes that are best in class, properly and timely communicate to attorneys and staff with respect to system outages and correction plans, and implement proper strategies for emergency failover of operating systems.

QUALIFICATIONS:

- ... 10 or more years' experience in information systems and technology with at least 7 years in a management/supervisory capacity.
- ... Bachelor's Degree in an IT or business related field is strongly preferred. A Master's Degree related to technology or MBA is beneficial.
- ... Law firm or professional services experience is highly desired.
- ... Knowledge of traditional and hosted, cloud architectures and legal specific software preferred.
- ... Strong leadership skills with proven ability to properly manage major software and hardware projects including upgrades and to maintain a cohesive, service oriented and committed IT support team.
- ... Excellent interpersonal, written and verbal communication skills are required.
- ... Microsoft certification preferred. Information technology or project management certifications are advantageous.

BENEFITS:

We offer a competitive salary and comprehensive benefit package. Relocation for out of the area candidates will be considered. Benefits include medical, dental, life insurance, 401(k)/profit sharing, paid time off, short term and long term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.

Job Type: Full-time