Job Title: Chief Information Officer  
Job Code: 10611

**JOB SUMMARY**

The Chief Information Officer directs the strategic information technology planning of the college or System Office and manages the day-to-day operations of the Information Technology Department.

**MAJOR DUTIES**

- Oversees the information and data integrity of the college or System Office;
- Manages the day-to-day operations of the Information Technology Unit;
- Establishes the infrastructure to support and guide individual divisions/departments and other campus locations in computing and information technology efforts;
- Provides project management as needed to resolve significant problems with the information systems and to ensure the overall success in the development of information systems;
- Directs and manages computing and information technology strategic plans;
- Identifies emerging information technologies to be assimilated, integrated, and introduced;
- Interacts with company managers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information;
- Evaluates overall operations of computing and information technology functions and recommends enhancements;
- Develops the annual operating budget for information technology continuation and improvement items;
- Responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans;
- Coordinates computer data activities with other government and private entities;
- Serves as the student information system subject matter expert.

**COMPETENCIES**

- Skill in the use of computers and job related software programs
- Ability to manage the entire spectrum of information technology operations
- Knowledge of Voice over IP phone systems, emergency notification systems, and integration of computer networks with security camera systems
- Ability to write scripts in various formats to extract data elements from legacy resources; ability to integrate legacy systems with new/emerging technologies
- Ability to oversee the development, design, and implementation of new applications and changes to existing computer systems and/or software packages
- Knowledge of contracting, negotiating, and change management
- Ability to develop and establish operating policies and approaches for computing and information technology
- Decision making and problem solving skills
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Information Systems Management or a related field *and* Eight (8) years of experience in a related field

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.