

JOB TITLE: CHIEF TECHNOLOGY OFFICER

LAST REVISED: OCTOBER 2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general administrative direction of the Vice President of Administrative Services, the Chief Technology Officer plans, directs, manages, oversees and provides leadership for strategic planning, implementation, and improvement of academic and administrative computing, networking, and user support including maintenance, enhancement, and improvement of the District's information systems; works closely with the other administrators to develop a coordinated, efficient, and integrated approach to the use of technology; and provides highly responsible and complex administrative support.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all technical decisions and problem solving related to the implementation of technology functions; implementing processes, procedures and methodologies; directing, evaluating, and assigning work to IIT personnel; and developing, monitoring, and improving key performance indicators for the Division.
2. Directs the development and management of the technology infrastructure; provides leadership in the implementation, operation and enhancement of information systems and instructional computing in support of teaching and learning; provides resources, strategy, policies, and procedures for the enhancement of the District's data network and technical support for faculty, staff, and students.
3. Ensures confidentiality, security, and integrity of all electronic information; develops and administers related policies.
4. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
5. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
6. Oversees and participates in the development and administration of the assigned budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

8. Plans, directs, and coordinates, through subordinate level staff, the IIT Division's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
9. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Assumes responsibility for developing a District-wide technology master plan and replacement plan for technology equipment and other resources.
11. Serves as technical advisor to the Vice President and Executive Council; actively participates in District technology advisory committee meetings.
12. Provides staff assistance to the Vice President; prepares and presents staff reports and other necessary correspondence.
13. Represents the IIT Division to other departments and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Provides information on department programs, policies, and activities; works to resolve sensitive and controversial issues.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of information technology for high level educational institutions; incorporates new developments as appropriate.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive technology and information services program for higher education.
Advanced principles and practices of mainframe, micro, and networked computing operating systems.
Applications of system approach and performance indicators in technology and information services.
Advanced principles and practices of program development and administration.
Advanced principles and practices of project management.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices of budget preparation and administration.
Principles of business letter writing and basic report preparation.
Principles of supervision, training, and performance evaluation.

Ability to:

Manage and direct a comprehensive technology and information services program.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines –

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in information systems, computer science or a closely related field.

Work Experience:

Six years of increasingly responsible experience in the analysis and operation of information systems for higher education, including two years of management and administrative responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.