GENERIC POSITION DESCRIPTION

CHIEF TECHNOLOGY OFFICER

An Administrative Position (Exempt Status)
Salary Schedule 20 – Grade AA

A. General Statement

Under the direction of the Executive Vice Chancellor, the District's Chief Technology Officer (CTO), plans, organizes, identifies, directs, administers, reviews, implements and evaluates the overall policies and goals for the information technologies for districtwide, multi-location and multi-networked administrative systems, classroom instruction, and telecommunications. The CTO develops strategic plans, assesses various technical innovations, negotiates with vendors, prioritizes Districtwide Information Technology projects and oversees the project management related to implementation. The CTO is responsible for the Information Technology functional management including procedural analysis, coordination of activities, personnel supervision, budget, procurement, staff training, and long-range planning. The CTO researches new and innovative technologies, assesses and updates the direction of the technology for the District including, but not limited to, voice, data, media services, wireless, library technical, teleconferencing, multimedia and instructional development, and video capabilities.

B. Duties & Responsibilities

1. Direct, administer and supervise the planning, organization and coordination of information systems and technologies to support instructional, student services, and administrative programs. Develop and encourage the adherence to information technology standards. Promote and encourage the development of innovative technology.

2. Develop and recommend short and long-term plans, policies and procedures covering all areas of Information Technologies Services in the District.

3. Develop, maintain and support computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users.

4. Direct, through staff, the District's telecommunications programs and other centralized computer/technology services functions.

5. Manage, design, and maintain major districtwide databases, enterprise systems, and information and decision support systems. Direct studies of technological advancements in information technology; evaluate the applicability of new approaches to information systems for the District, and initiation of changes in system design, hardware capacity of configuration and resource allocation.

6. Coordinate and provide strategic direction to the ongoing development rollout of central administrative applications.

7. Ensure confidentiality, security, and integrity of all electronic information assets and information technology infrastructure.

8. Support the mission of the District though innovative, secure and stable technology solutions. Anticipate, prevent and resolve problems and concerns.

9. Confer with and coordinates user groups regarding applications capabilities, feasibility in developing specific application systems and determining system requirements and modifications for assign application systems.

10. Maintain a liaison relationship with the District and college user community; act as a user advocate in the Information Technology department; promote new systems and services to these user communities.

11. Assure the timely preparation, maintenance and distribution of reports and records as required by federal, State, local, and District regulations; inform senior administrators and other District staff of the status of assigned functions, programs and services.

12. Communicate complex technology issues clearly to non-technical parties in oral and/or written format and make effective presentations; ensure open communications between users and technical groups. Provide senior administrators and other District personnel with regular updates on projects and activities.

13. Coordinate and participates in the training of the users; perform regular workshops and in-services. Train, evaluate and provide work direction to assigned staff.

14. Participate in the evaluation, costing, selection, testing, and implementation of all applications- related software and hardware; advise on current application technology innovations.

15. Provide on-site leadership, coordination, supervision and technical support for Districtwide software applications, technology systems and services.

16. Evaluate emerging and innovative strategies related to area of assignment and makes proposals regarding their strategic use in serving the needs of students, faculty and staff.

17. Participate in establishing and maintaining the creative vision and direction for online services, products and programs related to area of assignment; consult with students, faculty, staff and administration on the development and delivery use of assigned technology systems and services; convene or serve on design teams as appropriate.

18. Review, evaluate and selects contract firms and conduct research on potential suppliers. Confer with hardware and software vendors to obtain information, resolve problems, and arrange and conduct demonstrations and evaluations.

19. Performs other duties as assigned by the Executive Vice Chancellor.

C. Requirements

1. Possession of a bachelor's degree from an accredited institution in Computer Science, Public Administration, Business Administration, or a closely related field or an acceptable equivalent of education and experience

2. Demonstrated skills in sensitive, respectful and effective communications with people who are diverse in their cultures, language groups and abilities

3. Four years of experience in information systems which should include: project management, network administration, and system analysis.

4. Three years of experience at an executive management level with supervisory, team leadership, and workload management responsibilities.

D. **Knowledge, Skills & Abilities**

1. Knowledge of principles, practices and techniques of information systems management, including applications design, hardware and software options for administrative, business and academic functions and the cost-benefit of systems alternatives;

2. Knowledge of principles and methods of systems and business process analysis and project management;

3. Knowledge of applications design principles and development methodologies and tools.

4. Familiarity with principles and practices of program development and administration, budget preparation and administration, training, and performance evaluation.

5. Knowledge of pertinent federal, state, and local laws, codes, and regulations relating to information systems management.

6. Ability to provide leadership in planning and implementing effective and efficient information management systems;

7. Ability to concurrently direct multiple projects related to applications, programming, and user training;

8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

9. Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

E. **Physical/Other Requirements**

This position requires attention to detail, good memory, ability to work under deadline pressure, sitting and standing for periods of time, oral and written communication, keyboarding for significant portions of the workday, pushing, pulling, bending, stooping, reaching, patience and tact in order to perform the essential functions.