POSITION TITLE: CHIEF INFORMATION OFFICER
RANK: MANAGEMENT GROUP 44
DEPARTMENT: INFORMATION TECHNOLOGY

The Chief Information Officer reports to the President and provides leadership, vision, oversight, planning, and management for all aspects of information technology including academic and administrative computing, management of the media center, data center, telecommunications, data and voice networking, user support services, and technical aspects of distance and distributive education on and off campus.

The CIO:

1. Provides leadership and vision and acts as an advocate for the development and use of information technology in instruction and institutional support with a customer focus.

2. Provides leadership for the development of a Strategic Plan for the University’s information technology initiatives, oversees its implementation, and develops consensus among campus constituencies.

3. Assumes responsibilities for budget (including monitoring and controlling expenses), personnel, strategic planning, and policy development as they relate to information technology.

4. Manages the centralized aspects of information technology needed to lead the University in effective and efficient applications of technology that meet the needs of academic and administrative interests.

5. Guides the University’s investment in technology including the preparation and implementation of technology based grant applications.

6. Assumes oversight responsibility for academic and administrative computing, media center, data center, security and privacy issues, telecommunications, data and voice networking, user support services, and technical aspects of distance and distributive education.

7. Works with faculty in identifying opportunities of curriculum development and the application of IT techniques in the delivery of instruction.

8. Provides leadership in proposing and evaluating applications of existing or innovative technology to enhance activities and maintain a state of the art operation.

9. Recommends ideas, policies and procedures to keep pace in a field of constantly changing technology and marketing strategies.
10. Provides for access, training, and support of all IT related activities throughout the University.

11. Assumes a major role in the selection, training, supervision, and evaluation of staff including the development and implementation of training and career development.

12. Serves as liaison to the CSU System Office, other campus offices, and the local community in all aspects of information technology as well as assisting in the coordination of campus initiatives using information technology.

13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

A bachelor’s degree in an appropriate field is required with a master’s degree preferred. A minimum of ten years of progressively responsible professional experience in the management of information technology preferably in a higher education environment is preferable along with a thorough knowledge of appropriate IT hardware, software, Web-based development tools, and multimedia applications.

Also required are evidence of success in developing external sources of support; excellent interpersonal, communication and collaborative skills, and a demonstrated ability to build team support; a demonstrated ability to develop and/or implement a Strategic Plan for Information Technology; familiarity with current and future applications of information technology in instruction including distance learning and other areas within the University; a commitment to quality and client-oriented service; and a demonstrated understanding of a diverse student population and commitment to affirmative action.

These qualifications may be waived for individuals with appropriate alternate experience.

10-23-14