



## Vice President of Information Technology & Chief Information Officer

IT/1  
Information Technology  
BCAT CODE: 00176X  
FLSA STATUS: Exempt

### NATURE OF WORK

The Chief Information Officer (CIO) is responsible for the overall management of the Information Technology Department. The Vice President/Chief Information Officer is responsible for developing and implementing a long range strategic plan for campus instructional technology, which coordinates with and serves campus clients. Activities and decisions are highly complex and require significant independent action and judgment that are subject to university-wide policies.

### TRAINING AND EDUCATION

- A Master's Degree in Information Technology, or a related field, and at least ten years of job related experience, or any equivalent combination, are required to perform the job.
- Must be knowledgeable in telecommunications, strategic planning, computer security, budget administration, database management, mainframe applications, personal computer applications, personal computer operations, preparation of management reports, systems analysis and design, technical support, and scientific or technical word processing.
- Good interpersonal communication skills required.
- Must be an intelligent, articulate and persuasive leader who can serve as an effective member of the senior management team and who is able to communicate security-related concepts to a broad range of technical and non-technical staff.
- Should have experience with business continuity planning, auditing, and risk management, as well as contract and vendor negotiation.
- Must have strong working knowledge of pertinent law and the law enforcement community.
- Must have a solid understanding of information technology and information security.
- Knowledge of Principles and methods of information technology auditing, risk assessment, risk analysis, risk mitigation, risk planning, and contingency planning.
- Knowledge of FERPA, HIPAA, PCI, GLB, and identity and access management and SIEM technologies.
- Knowledge of and the ability to apply industry-recognized security standards and project management.
- Good understanding of the organization's goals and objectives.
- Strong interpersonal, written, and oral communication skills.
- Able to conduct research into issues and products as required.
- Ability to prioritize and execute tasks in a high-pressure environment and make sound decisions in emergency situations.
- Ability to present ideas in a user-friendly language.
- Highly self-motivated and directed.
- Proven analytical and problem-solving abilities.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment

### ILLUSTRATIVE EXAMPLES OF WORK

- Directs a department of professionals and technical staff persons.
- Directs the department's role in the upgrading of major administrative systems.
- Directs the design and support of innovative technological systems, aligning them with University's missions.
- Develops and administers the annual operating budget for the department.
- Creates a work environment to foster positive employee relations, efficient and effective deployment of human resources and utilizes professionally sound personnel management techniques.
- Develops and implements a long range strategic plan for campus technology, which coordinates with and serves campus clients.

- Activities and decisions are highly complex and require significant independent action and judgment that are subject to university-wide policies.
- Performs other duties as assigned.