



## Position Description

<b>Position:</b> Chief Information Services Officer	<b>Position Number:</b> M-_____
<b>Department/Site:</b> TeCS	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Superintendent/President	<b>Salary Range:</b> _____

### **General Description**

Reporting directly to the Superintendent/President, the Chief Information Services Officer (CISO) is responsible for providing vision and leadership for the integration of information technology services consistent with the District's overall mission and program needs. The CISO will provide leadership for instructional technology, administrative computing, desktop support, user training, web support, and telecommunication technology. The CISO will work collaboratively with District constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the District; will represent the District in state, regional, and vendor information forums; will keep abreast of information technology developments and their appropriate applications within the District; and, will plan and implement campus information technology infrastructure upgrades.

### **Essential Duties and Responsibilities**

- Provide leadership in the selection, design, implementation and integration of information systems throughout the district;
- Serve as Chairperson and coordinate the activities of the District's technology advisory groups, and assist in the creation, implementation, evaluation and updating of the District's Technology Plan;
- Ensure that implementation of technology will occur in an integrated manner designed for the benefit of both academic and administrative purposes;
- Plan, organize and direct the operations and activities of Information Services;
- Provide leadership in the development and support of distance education technologies;
- Anticipate and respond to future information technology needs;
- Develop and disseminate policies, standards, and procedures related to information technology;
- Facilitate communication regarding technology issues throughout the district;
- Prepare state reports on district technology and distance learning programs and grants;
- Represent the Superintendent/President at state and national meetings dealing with technology issues;
- Serve on state and regional technology committees;
- Provide regular status reports to the Board of Trustees and the District community concerning ERP project implementation, policies and operations.

### **Minimum Qualifications**

- Possession of a Bachelor's degree.
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, students and the community at large.
- Minimum of five years increasingly responsible experience in a leadership position related to higher education information services, three of which are in management.



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### **Preferred Qualifications**

- Bachelor's degree with an emphasis in a technology-related area highly preferred.
- Graduate degree in management, information technology, or a related field.
- Experience with implementing and maintaining an ERP solution.