

Chief Information Officer
District Office
KERN COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Definition

Reporting to the Chancellor, the Chief Information Officer (CIO) is responsible for providing the vision and leadership of information technology services consistent with the Kern Community College District's overall mission and program needs.

The CIO will work collaboratively with District constituent groups and the Directors, Information Technology at the District's three colleges in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the District.

Key Accountabilities

The Chief Information Officer will be held accountable for the following:

- Effectively communicating and building relationships with district constituent groups, administrators, faculty and staff (30% of time)*
- Implementation of an effective Information Technology governance model (10%)
- Leading and developing Information Technology strategy, planning and implementation (30%)
- Finance and asset management (10%)

*This is the expected percentage of time required to perform each Key Accountability for this job. Note, only 80% of the job's actual work time is used to assign time percentages. It is expected that 20% of the work time will be used for miscellaneous tasks.

Examples of Duties

1. Provide leadership to plan, organize, coordinate, administer, supervise, monitor, review and evaluate the District's technology function including administrative computing, IT security, technical infrastructure (network, servers, storage and telecommunications services), web development, reporting and user support.
2. Develop, update and implement the District Technology Plan in consultation with appropriate District constituent groups, administrators, faculty and staff.
3. Develop, maintain and ensure the use of an effective IT Governance model including all aspects of planning, submitting, evaluating and prioritizing IT projects.

Examples of Duties (continued)

4. Advise the Chancellor and the Board on how technology supports strategic decisions of the District and ensure proper alignment of technology initiatives with District's mission, vision and goals.
5. Facilitate and deliver effective communications regarding technology projects and issues throughout the colleges and district; build and maintain excellent working relationships with key stakeholders at the three colleges.
6. Facilitate cooperative planning, selection, use and support of instructional technology initiatives between the colleges.
7. Develop and disseminate policies, procedures and standards related to information technology.
8. Provide direction and input relative to college technology plans, operations and application needs.
9. Develop the department's annual budget; forecast funds needed for the department's staff, equipment, materials and supplies; approve department expenditures and implement budgetary adjustments as appropriate.
10. Develop and maintain a business continuity/disaster recovery plans for information technology services.
11. Serve as a member of the Chancellor's Administrative Council, Cabinet and other committees as assigned by the Chancellor.
12. Represent the District in regional and statewide meetings related to information technology.
13. Supervise and evaluate the performance of assigned personnel; ensure ongoing training for personnel to maintain up-to-date technical expertise.
14. Perform other duties as assigned

Minimum Qualifications

Minimum:

- Bachelor's degree from an accredited college or university in Information Technology or related field.
- Six years of increasingly responsible experience in an Information Technology leadership position.

Desired:

- Master's degree from an accredited college or university in Information Technology or related field.

Minimum Qualifications (continued)

Desired (continued):

- Three years of experience in a Chief Information Officer (or similar) position.
- Experience in a higher education environment.

Knowledge and Abilities

- Knowledge of information technology and its application in higher education including both instructional and administrative systems.
- Knowledge of prevailing and emerging information technologies including but not limited to products, vendors, best practices, implementation strategies and infrastructure options appropriate to the higher education environment.
- Knowledge of the principles and practices of strategic planning; Ability to provide strategic leadership and vision for information technology in a multi-college, higher education environment.
- Ability to develop and implement an effective IT governance model.
- Ability to establish and maintain collaborative working relationships at all levels of the institution.
- Knowledge of principles, practices and techniques of information systems management including applications design and hardware and software options for administrative and business-oriented applications.
- Knowledge of principles and theories of network design, management, modern network standards, hardware and software.
- Knowledge and experience in evaluating, selecting, implementing and supporting instructional technology.
- Ability to develop and manage operational and project budgets.
- Knowledge of and experience meeting applicable IT security related laws and regulations.
- Ability to perform complex analysis and research, identify alternative solutions, forecast consequences of proposed actions and implement recommendations in support of goals.
- Ability to follow-up and follow-through in a coordinating role across multiple constituencies to achieve tactical and strategic goals.

Knowledge and Abilities (continued)

- Excellent analytical, planning and organizational skills.
- Ability to encourage professional excellence among the staff and promote an organizational culture of customer service, innovation and quality services.
- Ability to address technical issues in non-technical terms.
- Excellent oral and written communication skills.
- Self-directed/driven.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)