



## Job Description Classification

**Chief Technology Officer  
Non-Bargaining Unit**

**Grade 15  
Exempt**

### **BASIC FUNCTION**

This position is responsible for all aspects of information technology for a VSC college, including strategic planning, support, training, infrastructure and policy for information technology.

### **CHARACTERISTICS DUTIES & RESPONSIBILITIES**

- Manage the operations of college Information Technology, including staffing, administration of computing facilities and local area network infrastructure, media services, projects, and the help desk.
- Plan, implement, monitor and evaluate college Information Technology resources, services and functions.
- Plan, monitor and administer departmental budgets, and negotiate vendor relationships.
- Coordinate training for faculty, staff and students.
- Communicate with the college community.
- Provide technical consulting to faculty, staff and students.
- Research, implement and monitor technology directions and best practices.
- Serve on campus, system and professional committees.
- Formulate, recommend and enforce policies relevant to technology at the college.
- Legal compliance.

### **SUPERVISION EXERCISED**

May provide supervision to Asst. Chief Technology Office, desktop support staff, media staff and local area network manager.

### **SUPERVISION RECEIVED**

This position receives supervision and/oversight from the President or other Cabinet level position.

## **QUALIFICATIONS**

Bachelor's degree in relevant field; 3 - 5 years experience in positions of increasing responsibility in Information Technology field. Master's degree in relevant field and 3- 5 year's experience in Information Technology in higher education desirable.

- Evidence of experience in a variety of positions in the information technology field with an emphasis on customer service and effective management resources.
- Basic technical skills including an ability to understand existing systems, emerging technologies and best practices in applying procedures, tools and methods.
- Business skills that enable the Chief Technology Officer to function at the coach level in the areas of : understanding the organization's business practices, project management, identifying and incorporating best practices, and a focus on customers.
- Superior communication skills.
- Advanced skills in leading, thinking creatively and strategically, building teams, resolving conflict and focusing on results.