



## Job Classification Description

### **Chief Information Officer for the Vermont State Colleges**

#### **Non-Bargaining Unit**

**Grade 19  
Exempt**

#### **BASIC FUNCTION**

Management of VSC Information Technology including leadership of system-wide information technology (IT) services and administrative information systems; coordination of the alignment of system and college IT strategy; development of vendor partnerships and relationships that maximize the IT investments of the VSC to the best advantage of its students; development of the blueprint for overall VSC IT technical design, policies and standards in conjunction with the Council of Presidents and local and system IT departments.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Provide leadership for VSC Information Technology Services (ITS).
- Convene and lead the VSC IT Council.
- Provide advice and consultation to the VSC presidents on their local IT functions and effectiveness of college Chief Technology Officers.
- Provide leadership for the effective use of system-wide administrative systems.
- Prepare and monitor a VSC IT budget and three-year projections for system-wide shared IT expenses.
- Develop and implement the blueprint for overall VSC ITS policies, standards and technical design in conjunction with IT Council.
- Provide the Chancellor and the Council of Presidents with regular updates, including IT statistics, the effectiveness of services, opportunities for improving service, and a vision for continuously upgrading the use of administrative and academic technology.
- Participate in professional activities at the state, regional, and national level.
- Conduct ITS strategic planning with the IT Council, including business continuity, staffing analysis, and performance indicators.
- Assess the readiness of ITS to support VSC educational and training initiatives and coordinate the IT needs of cross-enrolled students.
- Develop vendor partnerships and relationships.
- Work closely with the Director of Library Planning, and the Director of Learning Technologies to ensure the inter-operability of mission-critical systems and the close coordination of planning, implementation, maintenance, and use of these systems.
- Serve as the host college representative on selected VSC IT committees.
- Provide overall leadership for the planning and implementation of IT services at the host college.
- Perform other related duties as assigned.

CIO

May 2003

### **SUPERVISION RECEIVED**

The CIO reports to the President of the host VSC College and to the Vice President for Academic and Strategic Planning. The CIO provides routine reports to the Chancellor of the Vermont State Colleges and to the Council of Presidents.

### **SUPERVISION EXERCISED**

Administrative leadership and supervision of host college IT employees and the System IT employees, the Director of Administrative Information Systems, and consultative supervision of college Chief Technology Officers.

### **MINIMUM QUALIFICATIONS**

Masters degree in information technology, instructional technology or a relevant field with a doctorate desirable, plus four to seven years of relevant administrative and management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of higher education IT principles, best practices and procedures and the ability to interpret and meet a variety of needs for college and system operations.
- Excellent administrative, organizational, communication and supervisory skills.
- Ability to deal effectively with vendors and a wide range of individuals inside and outside the VSC.
- Significant experience in end-user services, and a demonstrated commitment to those services, and to customer satisfaction.
- Experience in and familiarity with a wide variety of information technologies.
- Demonstrated skills in project management and a demonstrated ability to foster collaboration, cooperation, and communication among diverse groups.
- A demonstrated ability to manage resources in an effective, creative, and fair manner.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**