State College of Florida, Manatee-Sarasota
Job Description

Job Title: Chief Information Officer (CIO)
Reports to: VP, Business and Administrative Services
FLSA Status: Exempt
Level: 219
Position Class:

Job Summary:
This position provides executive level campus wide leadership for all eCampus and Information Technology Services. Responsibilities include; overall administration and operation of the major IT Services units, including eLearning and instructional technology services, Banner ERP system and related administrative information system services, database management, networking and IT security, telecommunications, server/storage infrastructure and related services, desktop and classroom technology support, and IT HelpDesk.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Participates as a member of the President’s Executive Management Team (PEMT).
2. Responsible for the development of the IT strategic plan in accordance with the College’s strategic mission.
3. Ensures the effectiveness of the IT governance structure.
4. Leads the development and communication of the College’s IT policies, standards and procedures.
5. Serves on the State Colleges CIO Council; and serves as primary point of contact with vendors and other external entities.
6. Serves as eCAT (eCampus Advisory Team) committee chairperson and any other committee post as assigned by the VP, Business and Administrative Services.

7. Overall fiscal responsibility for the effective and efficient management of the IT Services budget.

8. Establishes and maintains cooperative collaborative working relationships with a diverse population including faculty, students, staff, administration and external constituencies.

9. Performs other related duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master's degree in information management, information technology, computer science, computer information systems, mathematics, engineering, or related field. Ten (10) years of high level experience in the information technology field with significant successful experience in a senior level leadership/management position at a higher education institution.

- **Supervisory Experience:**
  More than 5 years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills**
  Must possess the basic knowledge of networking hardware/software; have project management skills; strong leadership skills, excellent written and oral communication skills to all levels of the college; above average problem-solving; and the ability to manage multiple projects under tight deadlines.
• **Certificates and Licenses**
  ITIL certificate preferred.

**Responsibility for People and Property:**
Provides overall supervision to the IT Services staff.

**Responsibility for Communication:**

- **Internal Contacts**
  This position has routine contact with all levels of SCF administration, faculty and staff. Occasional contact with students.

- **External Contacts**
  This position has frequent contact with vendors; occasional contact with the public and professionals appropriate for discipline.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to sit. The employee is frequently required to use manual dexterity, reach with hands, arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift up to 10 pounds.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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