

Seward County Community College
Structured Compensation - Job Description
Chief Information Officer

Data Year: 2018

Prepared On: 10/09/2018

Department:	Information Technology	Grade:	17
Reports To:	President	Classification:	Exempt
Supervises Direct:	7	Supervises Indirect:	1
Approved By:	Dr. Trzaska	Effective Date:	11/05/2018
		Revised Date:	10/09/2018

Role:

The Chief Information Officer (CIO) provides leadership and direction in achieving the College's long-range goals and strategies for information technology for the College's instructional and operational environment and directs the infrastructure and support services teams to accomplish the institution's IT vision. With equal priorities for strategic planning, institutional effectiveness and research planning, and knowledge of tactical functions, as well as directing the institution's IT security policies and disaster recovery plans, the CIO serves as a active liaison with the College staff, administration, students, and faculty.

Essential Functions & Responsibilities:

- E 10% Administration of higher education software including ERP, LMS, and other solutions.
- E 10% Plan, organize, and direct operations and activities involved in the research, review, analysis, interpretation, and reporting of a variety of data and information used in strategic planning and assessing institutional effectiveness and student success.
- E 10% Develop computer information resources, providing for data security and control, strategic system planning, and disaster recovery.
- E 10% Coordinate college-wide compliance with federal, state, and local regulations, including college policies and procedures.
- E 10% Provide leadership to the institution in regards to information technology and institutional research and effectiveness.
- E 10% Collaborate with advise faculty and staff on the design, implementation, and evaluation of research-based projects.
- E 5% Meet with department heads, managers, supervisors, vendors, and others, to solicit cooperation with technology, accreditation, and resolve problems.
- E 5% Consult with users, management, vendors, and technicians to assess computing needs and system requirements.
- E 5% Stay abreast of advances in technology and changes in regulations.
- E 5% Recruit, hire, train and supervise staff, or participate in staffing decisions.
- E 5% Develop and interpret organizational goals, policies, and procedures to strategically align information technology and research resources to achieve objectives.
- E 5% Serve on various college committees that involve information technology, and the review and analysis of the research and assessment data.

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- E 5% Collaborates with the Executive Team on the college's organizational effectiveness and regional accreditation activities.
- E 5% Perform other related duties as assigned by the President of the college.

Performance Measurements:

1. Provide daily leadership and support for all information technology systems to support end-users of the software.
2. Administrative Software Functionality and Operation, including ERP and Desktop/Server OS. Manage the installation of upgrades to reduce downtime and improve functionality. Ensure testing procedures occur when implementing upgrades to reduce information availability issues.
3. Database Software Functionality and Operation. Manage the installation of functional modules in a timely manner that is favorably compared to industry standards. Ensure testing procedures occur to fully implement upgrades into operation in a thorough and timely manner.
4. Provide data systems that support institutional planning, evaluation of effectiveness, and continuous improvement.
5. Chair the Data Governance Committee, providing leadership in meeting the committee scope and purpose.
6. Provides leadership in the development of appropriate data systems to support institutional planning and policy-making procedures necessary for making forecasts, planning and evaluating institutional growth, assessing effectiveness, and supporting continuous improvement.
7. Budgeting, Purchasing and Planning. Prepare thorough and detailed annual budget requests for the department as measured by principles and time lines prescribed by the college CFO. Exercise prudent purchasing as measured by college principles and policies. Prepare and exercise prudent planning as measured by college and industry best practice standards and principles.
8. Other duties as assigned by the President of the College. Perform duties within quality and time frame requested by the President for each task or duty.

Knowledge and Skills:

Experience Two years to five years of a proven track record of increased leadership capacity in higher education, information technology and information security.

Preferred Experience with migrating ERP systems. Databases including SQL and Oracle. Operating systems including Windows Server 2016/2012/2008R2, Linux, UNIX. Security technology including firewalls, IDS/IPS, anti-virus, SIEM.

Understanding of the interconnectedness of leadership, information technology, institutional research, strategic planning and the changing landscape in higher education a must.

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Education	<p>Bachelors required in Business, Engineering, Information Systems, Computer Science, with 5 years' experience.</p> <p>Masters preferred in same areas with 2 years' experience.</p> <p>Industry recognized certifications (one preferred): CISSP, CISM, CISA, CRISC, GSEC, or similar certification</p> <p>If no certifications or Master's degree, willingness to be trained and earn within 3 years of employment.</p>
Interpersonal Skills	<p>Work involves extensive personal contact with members of the Board of Trustees, community leaders, business leaders, and internal managers. Motivating others or getting them to do things that they might not do otherwise is a key to success for incumbents in this position. External contacts are vital, not only for the success of the position, but the success of the goals of the college overall.</p>
Other Skills	<p>Knowledge of:</p> <p>Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p> <p>Researching targeted topics that will be used to improve institutional planning, student outcomes, student experience and student tracking.</p> <p>Best practices to assist in the technical delivery of courses in an online setting for optimal student outcomes.</p> <p>Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p> <p>Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Regulations and compliance that could impact the college surrounding institutional research, information security, privacy and cyber security.</p> <p>Practical application of technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.</p> <p>Systems integration, enterprise computing, strategic IT planning, institutional research, data governance.</p> <p>Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Skills in:</p> <p>A significant level of trust and diplomacy is required. In addition to normal courtesy and tact, work involves extensive personal contact with others and/or can be of a personal or sensitive nature.</p> <p>Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Self-management, Strategic thinking, Vendor management.</p>

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Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Understanding written sentences and paragraphs in work related documents.
Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities to:

Perform under high levels of stress during peak times. Ability to recruit, train and retain staff in the IT department.

Be passionate and resourceful regarding higher education and the improvement of the College.

Be innovative Technology leadership and consistently learning about and implementing new technologies for the College.

Be information Security Leadership and consistently learning new technologies to keep data secure.

Apply general rules to specific problems to produce answers that make sense.

Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Listen to and understand information and ideas presented through spoken words and sentences.

Communicate information and ideas in speaking so others will understand.

Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Physical
Requirements

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 6 hours

Standing for a period of 30 minutes at one time with a total of 1 hour

Walking for a period of 30 minutes at one time with a total of 1 hour

Lifting up to 5 lbs. frequently and up to 100 lbs. occasionally

Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally

Bending and squatting, crawling, climbing, and reaching above shoulder level occasionally

Driving automobile occasionally

Keyboarding 3 to 6 hours per day

Work Environment

Regular exposure to favorable conditions such as those found in a normal office. Day trips and occasional overnight trips will be required.

Conferences will need to be attended to stay up-to-date with new technologies and learn how other institutions of higher education are implementing new technology.

Disclaimer:

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This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature