

## IT Technical Job Classification

IT Job Title: Chief Information Officer & Director of Libraries

State Job Title:

Classification: C010

Pay Grade:

### Job Summary

Provides leadership, vision and oversight for information technology and library services. Directs planning, budgeting and implementation of information technology and library strategic goals. Develops operating policies and procedures for both the Library and Information Technology.

### Essential Duties:

- Responsible for the development and implementation of a comprehensive information technology strategy for the institution to support the administrative and academic functions of the institution
- Interacts with institutional senior management to determine technology and library service requirements
- Makes presentations to the president cabinet and budget committees of information technology and library plans
- Experience in interpreting and effectively applying federal and state laws and regulations to organizational operations and policies
- Coordinates the activities of academic and administrative technology and Library advisory committees
- Manages and supervises other managers and staff within the information technology and library organization

### Education

An advanced degree in Information Technology, Business Administration, Library Science or other related field

### Experience

Requires a minimum of 7 years of progressively responsible experience in a senior information technology and/or library leadership position. Experience in higher education with demonstrated understanding of policy and regulatory requirements in a student-centered learning environment. Extensive working experience leading diverse technology and library business units. Experience of implementing appropriate and successful strategies to ensure cost-effective delivery of efficient and reliable services.

### Leadership

Provide institution wide leadership for all aspects of information technology and the library. Direction, supervision, and evaluation of subordinates, including the full employment cycle.