



Job Description: Chief Information Officer

The Chief Information Officer shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon recommendation of the President. This position reports to the President or as designated by the President.

Qualifications:

This position requires a Master's degree in computer, technology, or a business related field. A minimum of five years' experience in computer and/or technology, demonstrated leadership and management skills, excellent communication skills, and ability to manage a complex operating environment and related budget is required. Experience in higher education, secondary education, or not-for-profit experience is preferred.

Description:

The Chief Information Officer works closely with the leadership team in developing and maintaining an IT infrastructure that supports the needs of the college. This position provides leadership and direction to Technology & Computer Services staff to ensure effective, efficient and secure operations for Moberly Area Community College. This is a full-time, FLSA exempt position covered by the Public School Retirement System of Missouri (PSRS).

The Chief Information Officer shall:

1. Lead cyber security activities, including network and data security and compliance;
2. Assume primary responsibility for planning, budgeting, procurement, and implementation of college computing resources, including college networks, internet connectivity, maintenance contracts, all hardware and software, innovation, software licensing, and review of grants and the related IT demands;
3. Manage administrative computing systems, such as Jenzabar CX, SoftDocs-Etrieve document management, Cognos reporting, Informix and other SQL based database services, Programming languages including C, Java, HTML, Perl, .NET, PHP ACE;
4. Oversee college helpdesk operations, including user connectivity, password assistance, printing assistance/toner supplies, and assistance in using college computing resources;
5. Facilitate problem solving and solutions finding through regular interaction with all department staff and encouraging solution finding by example;
6. Manage data reporting and document management, including data and document governance, and facilitation of departmental assessment and implementation of data reporting efficiency opportunities;
7. Oversee technical systems support activities, such as responding to Technology and Computer Service support and repair tickets, planning and implementing network fiber, copper, and other infrastructure, and managing timely replacement of technology resources;
8. Serve as liaison between technology and college operations through collaborating with other education institutions to ensure smooth inter-operations, working with college departments to

- meet their technical and other needs, and management of video conferencing systems;
9. Ensure that Technology and Computer Services staff are following procedures, through documentation of processes and procedures, and development of consistency of design and operations across all MACC locations;
 10. Serve as co-chair of the Technology Committee;
 11. Serve on the President's Council;
 12. Perform other duties as assigned by the President or as designated by the President.