

CIO

Job Title:	Chief Information Officer (CIO)	Company Job Code:
FLSA Status:	Division/Department
EEO Code:	Reports to:	CEO/President
Salary Grade/Band:	Last Revision Date:

SUMMARY

Direct and manage computing and information technology strategic plans, policies, programs and schedules for business and finance data processing, computer services, network communications, and management information services to accomplish corporate goals and objectives.

PRIMARY RESPONSIBILITIES

1. Direct and manage computing and information technology strategic plans, policies, programs, and schedules for business and finance data processing, computer services, network communications, and management information services to accomplish corporate goals and objectives.
2. Direct the information and data integrity of the company and its business units.
3. Develop strategic plans and implement the objectives of the information technology needs of the company to ensure the computer capabilities are responsive to the needs of the company's growth and objectives.
4. Develop and establish operating policies and approaches for computing and information technology.
5. Evaluate overall operations of computing and information technology functions and recommend enhancements.
6. Advise senior management on strategic systems conversions and integrations in support of business goals and objectives.
7. Prepare enterprise objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information.
8. Interact with company managers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information.
9. Review and approve major contracts for computing and information technology services and equipment.
10. Ensure the security of the information systems, communication lines, and equipment.
11. Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
12. Responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans.
13. Identify emerging information technologies to be assimilated, integrated, and introduced within the company.
14. Assess new computing technologies to determine potential value for the company.
15. Oversee ongoing improvements and the feasibility of system enhancements.
16. Establish company infrastructure to support and guide individual divisions/departments/sites in computing and information technology efforts.

17. Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
18. Serve on planning and policy-making committees.
19. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Recruit, train, supervise, and evaluate department staff.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Knowledge of information technology computer systems and software and the ability to manage the entire spectrum of information technology operations. Experience with implementation of information technology integrations in a large division/company.
2. Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
3. This is normally acquired through a combination of the completion of a Masters Degree in information technology or computer science and ten years of experience in a senior-level information technology position.
4. Work requires willingness to work a flexible schedule.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

SOURCE: hrVillage.com