



POSITION DESCRIPTION

Department:	Information Technology Services
Classification Title:	Administrator IV
Working Title:	Vice President for Information Technology & Chief Information Officer
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The Vice President for Information Technology and Chief Information Officer (CIO) reports to the Senior Vice President for Administration and Finance (A&F) and serves as a member of the A&F Division's senior leadership team. The CIO is responsible to the Senior Vice President on matters of university strategy, planning and governance related to information technology infrastructure and support services. The CIO additionally serves as a member of the President's Cabinet and is the campus liaison with the CSU System Office of Information Technology Services.

The CIO provides leadership for centralized information technology services across the Cal Poly enterprise including auxiliary organizations such as Cal Poly Partners, Associated Students Inc., and the Cal Poly Foundation. This includes enterprise and academic technology strategy, information security and training, user and workplace support, productivity and collaboration applications, application management, web content management, information management and business analytics, application development, voice services, data center and cloud storage, classroom technology, learning management systems, network services and technology installation and campus-wide user support services. The CIO further provides leadership in resource management and generation for the IT enterprise. This includes grant writing and developing business models that provide financial sustainability for the IT enterprise.

The CIO works with university leadership, faculty, and staff to develop and communicate the status of technology plans and initiatives and is responsible for managing administrative and academic technology support staff under their supervision and for promoting and delivering quality service to the campus community. The CIO engages and collaborates with faculty and senior leadership to ensure information technology services are provided in an effective manner that supports the academic and administrative needs of the university.

The CIO develops and implements a strategic plan for information technology services consistent with the university's strategic plan and academic mission. Additionally, the CIO oversees the budget, personnel and policy development as they relate to information technology for the campus. The CIO is responsible for the development and execution of an information technology governance structure to ensure the organization's ability to effectively prioritize and properly resource new technology investments. The CIO is an advocate for development and use of information technology and cyber security in instruction and institutional support.

The CIO leads the university in the effective and efficient application of technology across the enterprise and guides the University's investment in technology and is a contributor to the campus commitment to a continuous process improvement effort in this regard.

The CIO works in conjunction with the divisional Vice Presidents, Deans and executive leadership of campus auxiliary organizations to develop both public and private support for campus information

technology needs including the cultivation and establishment of industry, governmental, and institutional related partnerships, as guided by the strategic direction of the University. The CIO works closely with the Information Security Officer and security services team implementing Cal Poly's Information Security Program.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Provide leadership in the development and execution of broad campus programs and policies relative to information technology and cyber security;
2. In collaboration with Academic Affairs, provide leadership and ensure legal compliance with assistive technology;
3. Lead the combined resources of Information Technology Services;
4. Assess, plan and lead services and initiatives in support of the academic mission;
5. Serve as a catalyst for technology improvement and change across the university by building and sustaining relationships with faculty, chairs, deans, and other key stakeholders around strategies and programming that facilitates technology innovation;
6. Set the direction for new or existing technologies and information systems and develop appropriate recommendations to enhance the campus environment;
7. Develop guidelines, procedures and policies to promote the effective and appropriate use of technology and information to support a user-centered environment;
8. Drive the information technology strategic planning for the campus;
9. Cultivate an organizational culture that is committed to service and supportive of change and innovation;
10. Serve on university councils and committees as appropriate;
11. Work with the university partners to ensure high quality service for students, faculty and staff;
12. Collaborate with faculty, students, college-based units and other units to create and offer development programs that enhance the faculty's and students' ability to use technology in learning;
13. Participate in CSU system-wide meetings, represent the university at national professional conferences and technology demonstrations, meet with industry technology representatives, and dialogue with other higher education institutions in an ongoing effort to provide the university with the most effective solutions and resources;
14. Ensure communication from Information Technology Services to the campus community is accurate, timely, and clear;
15. Provide overall guidance for resource, project, fiscal, and human resources management for Information Technology Services;
16. Direct financial planning and oversight to ensure financial sustainability;
17. Plan, develop and implement the division's budget within fiscal guidelines;
18. Closely monitor trends in higher education and the world at large; participate in meaningful exchange of ideas and information with other institutions to improve and expand the use of information technology and information security at Cal Poly; and
19. Invest time to ensure the highest level of leadership skills as well as continually seeking to improve technical knowledge, communication, and management skills.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned; and

2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

Required Education, Experience, and Credentials

Education and Experience:

- Ten years of progressively responsible professional and leadership experience including a senior leadership role(s) in delivering information technology services and programs in a large, complex organization; and
- Master's degree and/or advanced degree in information technology or a related discipline.

Licenses, Certificates, Credentials:

- Valid California Driver's License, Class C (or ability to obtain by date of hire).

Required Skills, Knowledge, and Abilities

1. Demonstrated commitment to leading a collaborative, service-driven organization;
2. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems;
3. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the university with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds;
4. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner to a variety of audiences, both verbally and in writing;
5. Expert knowledge of current issues and opportunities associated with information technology and cyber security as it relates to large, complex organizations;
6. Working knowledge of successful project management approaches for large technology initiatives;
7. Skilled at managing a complex information technology organization and building and leading strong teams; and
8. Working knowledge of cloud technologies and application for academic services.

Preferred Skills and Experience

- Doctorate in an appropriate area of expertise (e.g., computer science, instructional technology, communications, information science);
- Experience in a large, complex, and diverse institution of higher education;
- Familiarity with policies and laws related to education (FERPA, ADA, etc.);
- Demonstrated experience with the full implementation of large-scale technology projects; and
- Understanding of Financial Operations (FINOPS) for evaluating and deploying cloud-based technologies.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development;
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs, and may be called back periodically to perform work as needed on an emergency basis;
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment;
- Must be able to successfully pass a pre-employment background/fingerprint check;
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission;

- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire; and
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: _____
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: _____
<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: _____
<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Replacement Recruitment	MPP Job Code: _____
<input checked="" type="checkbox"/> COI Position		Classifier Initials: _____
Recruitment Number: _____		Date: _____