

AVP, Information Technology/Chief Information Officer

PD No.:PD-6639

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	ST-Information Technology - 33205
Job Code/Employee Classification:*	Administrator IV <u>Job Code: 3300</u>
Classification Title:	Admin IV
MPP Job Code:	I161
Position Number:	AVP, Information Technology/CIO <u>Position no: ST-10000450</u>
CSU Working Title:*	AVP, Information Technology/Chief Information Officer
Salary Range/Grade:	3300-RANGE A-Grade-1
Reports to Supervisor:	Rose McAuliffe
Reports To:*	Vice President, Business & Finance/CFO <u>Position no: ST-10000846</u>
Campus:*	Stanislaus
Division:*	Business & Finance
College/Program:*	Off of Information Technology
Department:*	Information Technology - 33205
FLSA Status:	Exempt
Hiring Type:	At-will
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	A "designated position" in the CSU'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.
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Care of People (including minors) Animals and Property:	Yes
Authority to commit financial resources:	Yes
Access/control over cash cards and expenditure:	Yes
Access/possession of master/sub-master keys:	Yes
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	Yes
Responsibilities requiring license or other:	No
Responsibility for use of commercial equipment:	No
Is this a Campus Security Authority (CSA):	<input checked="" type="radio"/> Yes <input type="radio"/> No
Serves a security function:	Yes
Designated recipient for crime/misconduct reports:	Yes
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	Yes
Job Summary/Basic Function:*	The Associate Vice President for Information Technology/CIO manages the operations of the Office of Information Technology. The incumbent is responsible for the development, management, and utilization of administrative, academic, and instructional technology resources, information processing resources, and telecommunications resources. The AVP is responsible for expanding the scope of developing technologies to benefit the campus community, implementing innovative applications for these technologies, and enhancing the university's information technology function, particularly it's focus on supporting teaching and learning.
Minimum Qualifications:*	<ul style="list-style-type: none"> • EDUCATION: Bachelors degree in management information systems, computer information systems, computer science, computer engineering or related fields. • EXPERIENCE: Minimum of eight years of experience in management of information technology.
Required Qualifications:	<ul style="list-style-type: none"> • Demonstrated ability to create and implement a vision for IT in a university environment. • Demonstrated collaborative approach to problem solving across the institution. • Demonstrated knowledge of a broad range of information technologies including administrative and academic computing, telecommunications, information management, and information security. • Demonstrated knowledge of emerging trends and issues in information technology. • Demonstrated ability to conceptualize and articulate IT directions and choices to institutional officers and others in the university community. • Demonstrated success in budget and organizational management. • Excellent communication skills. • Demonstrated commitment to staff diversity, learning, and development. • A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.
Preferred Qualifications:	<ul style="list-style-type: none"> • Minimum of four years of experience in a higher education environment. • Master's degree and a minimum of ten years of experience in information technology. • Experience with recent developments in campus networking such as wireless, voice over IP, video on demand services, security issues and their applicability in the teaching and learning environment. • Experience in negotiating complex contracts. • Experience in the analysis, development, and implementation of enterprise level information systems.
Special Conditions:	May be required to travel between Turlock and Stockton campuses
License / Certification:	California driver's license.
Supervises Employees:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
If position supervises other employees; list position titles:	Administrative Analyst 1-2 Admin I 1-2 Admin II 2-3 Admin III 2-3 Analyst/Programmers, Equip Tech, Info Tech Consultant, Media Production Spec, Network Analyst, Oper Sys Analyst 30-40

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
20	<p>The Chief Information Officer (CIO), reports directly to the Vice President of Business and Administration. The AVP/CIO is responsible to provide leadership and management of academic and instructional technology, administrative technology, and the information technology infrastructure at California State University, Stanislaus. In performing this role, the AVP/CIO is accountable for IT innovation, service, support, and security; collaborates with students, administration, staff, and faculty to create strategic, innovative and leading IT capabilities that support the mission and vision of the university. The AVP/CIO is an active partner in contributing to CSU system-wide level technology initiatives and adhering to CSU system-wide information technology and security policies and procedures.</p> <p>Strategic IT Leadership and Planning:</p> <ul style="list-style-type: none"> • Responsible for the development, management, and utilization of technology resources. • Develops an IT Strategic and Technology Plan aligned with the university's strategic plan, addressing innovation, operations, maintenance, and funding requirements. • Advises the Vice President of Business & Finance/CFO on IT priorities and policies. • Collaborates with system-wide IT leaders on CSU-wide initiatives. • Ensures professionalism, policies, and frameworks for information resource use. • Works with campus and system leadership for efficient IT investments. 	Essential
20	<p>Instructional Technology Advancement:</p> <ul style="list-style-type: none"> • Provides leadership and assistance in developing long-range plans for academic technology. • Advises on new academic technologies and their short- and long-term implementations. • Develops opportunities for curricular innovation using information technology. • Engages in university governance on instructional technology matters. 	Essential
20	<p>Administrative Technology Enhancement:</p> <ul style="list-style-type: none"> • Offers leadership, direction, and assistance in formulating long-range plans for administrative information processing technologies. • Develops and maintains project management and intake processes for administrative projects. • Collaborates closely with governance and campus leadership to prioritize projects and funding. 	Essential
15	<p>Information Technology Infrastructure Development:</p> <ul style="list-style-type: none"> • Provides leadership, direction, and assistance in formulating long-range plans for telecommunications and information networks. • Develops the necessary human infrastructure for access, training, and IT support. • Works closely to optimize the annual IT budget and utilize resources efficiently. • Pioneers innovative uses of new technology to enhance infrastructure. 	Essential
15	<p>Information Security and Compliance Management:</p> <ul style="list-style-type: none"> • Leads the development and management of system-wide information security plans with administrative, technical, and physical safeguards. • Provides direction for the mitigation of incidents involving CSU information assets. • Offers regular executive-level status reports on system-wide breaches, incidents, compliance, and security metrics. • Develops and documents procedures to comply with applicable laws, regulations, and CSU policies governing information security and privacy protection. • Maintains active membership in the CSU ISAC Committee and liaises with security-specific organizations. 	Essential

10	<p>Internal and External Engagement and Representation:</p> <ul style="list-style-type: none">• Represents the university on key technology committees and councils of the CSU system.• Serves as the key liaison between the university and external organizations for technology-related matters.• Ensures compliance with relevant procedures, guidelines, and utilization.• Serves on various committees and councils at CSU Stanislaus.• Develops policies and procedures for the university policy manual, ICSUAM, and other manuals.• Provides communication to the campus community regarding budget planning and administration services, changes, and deadlines.• Acts independently within organizational guidelines and directs departmental or campus activities, ensuring alignment with the campus's strategic plans, goals, and objectives.	Essential
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Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:

Climbing:

Concentrating:

Crawling:

Decision Making:

Keyboarding and Mousing:

Lifting or Carrying up to 10 lbs.:

Lifting or Carrying up to 25 lbs.:

Lifting or Carrying up to 50 lbs.:

Lifting or Carrying over 50 lbs.:

Performing Calculations:

Pushing or Pulling:

Reaching Overhead:

Repetitive Motion of Upper Extremities:

Sitting:

Standing:

Stooping Kneeling or Squatting:

Walking:

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Never
Excessive Noise:	Occasionally
Hazards:	Never
Outdoor:	Never
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2

Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3

Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: