Chief Information Officer

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<th>Position Number:</th>
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<td>Department:</td>
<td>SGCHAN</td>
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<td>Campus:</td>
<td>University Services</td>
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<td>Date of Issue:</td>
<td>Revised February, 2017</td>
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I. **Primary Purpose of Position**

The Chief Information Officer (CIO) is the senior administrator responsible for Information Technology at the University of Maine System (UMS) and its seven Universities. The CIO provides leadership to maintain and operate an integrated, efficient, sustainable, and responsive program of information systems, technologies and services for the University of Maine System (UMS) at all locations. This includes technology and infrastructure support services for academic, research and administrative computing, distance education, all datacenters, intercampus communication services, telecommunications, Internet services, network and systems services, and security. The responsibilities include functional implementation of the Chief Information Security Officer’s IT Security policy and standards across the UMS. The CIO will anticipate advances in information technology (IT) in higher education, understand the needs of a broad community of scholars and learners, and lead the system in information technology strategy, budgeting and establishing appropriate IT responses to constantly changing needs.

II. **Essential Duties**

1. Provide leadership to a collaborative process to determine the strategies, IT budget, priorities, projects and future directions of UMS IT functions to support academic, research and administrative operations.

2. Lead implementation of UMS strategic plan as it relates to IT, in order to provide high quality services to students, faculty, administrators and the public. Assess information technology priorities for UMS and develop an IT strategic plan to support One University goals.

3. Oversee and direct development and support of all administrative, academic and infrastructure systems in support of UMS and its campuses.

4. Provide leadership in establishing appropriate standards and developing policies for information technology in UMS. Establish and evolve service level commitments as technology needs change.

5. Represent UMS on various statewide information technology boards and committees. Provide leadership and facilitate the use of information technologies across all educational and research organizations in the State of Maine, including all of K-20.
6. Provide leadership in identifying and advancing emerging instructional technologies for the delivery and management of programs and courses, whether live or at a distance.

7. In conjunction with universities, maintain a high level of customer service and best practices in administrative and academic computing, distance education, library technology, instructional technology, telecommunications and Internet services, network and systems services, and desktop computer support.

8. Maintain IT fiscal policy and budget. Lead development of the annual budget, the 5 and 10-year capital plan and budget forecasting. Maintain cost effective procurement procedures. Define, plan and implement projects on time and within budget.

9. Work with and provide reports to University presidents on a regular basis and as requested. Serve on the University Services Advisory Committee, the Data Governance Team, the internal Information Technology Leadership Team, and serve on the Networkmaine Council as a voting member.

10. Oversee a project management system across information technology projects at UMS and its campuses, including a project initiation process.

11. Maintain coordination, collaboration and communication with university Chief Business Officers, Chief Academic Officers, and leadership of distance education and library services.

12. Maintain state-of-the-art knowledge of emerging information technologies and related issues.

13. Maintain legal compliance, strong IT security, and effective risk management in information technology functions.

III. Nonessential Duties

None.

IV. Supervisory Responsibilities

Manages the IT leadership team members responsible for all facets of IT service delivery, Information Security, relationship management, and IT project management.

V. Reporting Relationship

Reports to the Vice Chancellor for Finance and Administration

VI. Knowledge, Skills and Abilities

Required:

1. Extensive knowledge and experience in an IT leadership position within a higher education or other large-scale organization.
2. Expert knowledge of administrative systems, enterprise systems, network management and trends in emerging technologies.
3. Excellent project management and prioritization skills.
4. Able to implement and sustain a strategic plan linked to a budget.
5. Highly developed problem-solving, analytical, and proactive skills.
6. Excellent verbal and written communication skills.
7. Able to build and retain qualified staff.
8. Strong collaborative, customer service and leadership skills.

Preferred:

Experience working with faculty and academic leaders.
Knowledge and experience with business analytics and related solutions.
Broad understanding of higher education work environments and IT needs.

VII. Qualifications

Required:

1. Minimum 12 years of education and progressively responsible experience that includes strategic planning, management of a complex IT environment, supervision of senior level IT staff.

Preferred:

1. Experience within post-secondary education, broadband networks and/or change management.
2. An advanced degree in a relevant area.

Note: The University of Maine System reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee ______________________________ Date ____________________
Immediate Supervisor __________________________ Date ____________________