

JOB DESCRIPTION:	Chief Information Officer		
DEPARTMENT:	Business Affairs – Information Technology (IT)		
REPORT TO:	VP of Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	129000	DATE APPROVED:	16-APR-2021
		DATE MODIFIED:	18-MAR-2025

SUMMARY: Responsible for the institution's major information technology, communication, and computer systems. Assesses current processes, devises IT strategy, and recommends best practices for IT across the institution.

DUTIES:

1. Responsible for institutional information technology budgeting process, and provides leadership in cost and productivity analysis.
2. Develops and maintains the Technology Plan strategic document to ensure the University is technologically advancing, secure, and positioned for continuous improvement.
3. Develops and maintains Disaster Recovery Plan for all major information technology systems.
4. Leads in the development, implementation, and maintenance of policies, objectives, and short- and long-range planning.
5. Identifies, organizes, and works with leadership from all constituencies of the University to initiate and lead the information management planning process, to include the development of goals, timetables, desired outcomes, and evaluative methods.
6. Provides direction and leadership in the review of present IT systems and methods, and in the formulation of new and revised systems.
7. Provides direction, leadership, and budgetary support for the Media Technologies Services and Theater Productions Departments.
8. Integrates and coordinates the development of and implementation of IT programs across the University to achieve maximum University-wide efficiencies.
9. Updates and establishes policies and objectives consistent with those of Information Technology to ensure efficient operation of individual departments.
10. Consults and coordinates department policy, interdivisional interaction, and IT infrastructure and capital improvement needs.
11. Leads efforts to secure external funding and partnerships with other institutions and industry. May serve on university planning and policy committees.
12. Participates in statewide university issues, planning, goals and objectives.
13. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in a related field with 7 years of experience in leading role with budgeting and supervisory responsibilities. Master's degree in related field with 4 years of

experience in leading role with budgeting and supervisory responsibilities preferred. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse setting. Knowledge of state-of-the-art technology, equipment and/or systems and ability to coordinate information systems development, enhancements and modifications from overall information services perspective. Strong technical skills and management experience relevant to both academic and administrative computing including e-learning, online, hybrid, and distance learning environments, instructional media resources, campus networks, database systems, information security and telecommunications. Ability to develop strategic direction and advanced leadership skills. Ability to develop and implement short- and long-range computer systems, capacity, technology, and operational plans. Knowledge of organizational structure, workflow, operating procedures and business processes. Skill in budget preparation and fiscal management to include multi-year budgeting. Knowledge of financial/business analysis techniques. Ability to lead and supervise multi-unit technical and administrative staff in a collaborative environment. Ability to interpret, adapt, and apply guidelines and procedures as they pertain to the department and the University. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands:** Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)