



Job Title: VP of Information Technology/Chief Information Officer

JOB DESCRIPTION

Department: President Office

Pay Grade: 125

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position leads the College's ongoing commitment to support and promote the strategic use of information technology that advances the overall mission of the College; serves as the principal technology leader for the College providing the vision and leadership for developing and implementing information technology strategies and initiatives College-wide, anticipates future technology needs at St. Petersburg College, and recommends strategies, priorities, and projects that will best achieve the College's strategic goals and objectives. This position serves as the Chief Information Officer (CIO); provides leadership, effective strategic planning, and direction of the information technology infrastructure development, administration, technical support, cybersecurity and network systems services; provides IT oversight including enterprise systems programming, telecommunications, network systems management, cybersecurity, systems support, disaster recovery, and computer operations; and plans, directs, and coordinates the development and/or procurement of new systems and current system enhancements to meet SPC business requirements and to support management decision-making aligned with the strategic objectives of the College. This position also leads and manages the Information Technology Services division, including academic, student services, and administrative computing, networking, support services, classroom and instructional technology, and programming services.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Develops collaborations among the College's academic and administrative constituents to advance the College's mission.
- Provides leadership in the development of a strategic direction for information technology services which includes: gauging and anticipating the diverse needs of College constituents; monitoring trends and innovations in the industry to meet those needs; developing and implementing strategic long and short-term technology plans; and making actionable recommendations to senior leadership.

- Ensures IT data security, risk management, disaster recovery, and business continuity planning processes are in place.
- Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives and activities of an assigned administrative related department or program, which includes: developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies, procedures, systems, standards, and/or service offerings; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards and grant regulations.
- Directs staff, which includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.
- Approves, prioritizes, and controls the IT project demands; negotiates prioritization and timelines as appropriate and necessary.
- Supports sourcing and providing both IT staff and institution-wide IT related training opportunities.
- Develops and organizes technology talent that is structured to efficiently deliver services across the organization.
- Exercises diligent evaluation and careful budgetary management, including budget preparation; participates in annual budget process for institutional technology needs, develops annual IT operational and capital budgets, develops and maintains the institution's IT plan; oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; and directs the monitoring and control of expenditures.
- Develops, implements, and oversees technological policies throughout the College.
- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the Department at campus meetings and conferences; and serves as a liaison between departments, external organizations, the general public, and other agencies.
- Works with student affairs professionals and student body to advance the student experience with creative technology integration.
- Leads and implements business process re-engineering projects.
- Leads development of Department standards, best practices, and operational procedures to assure compliance with information security standards, separation of duties, programming and documentation standards, ERP database integrity, program testing and user acceptance, and continuity of operations and disaster recovery procedure.
- Collaborates with others to coordinate the allocation of IT staff and resources to plan, develop/procure, test and implement new systems and system enhancements in order to meet IT business customer requirements.
- Communicates IT systems development and enhancement plans; develops and presents IT information to the Board and others as requested.
- Assists in the development of the College-wide master facilities and technology plans.
- Handles technology systems contract administration including contract negotiations and renewals in accordance with contract terms; maintains strong vendor relationships.
- Serves with Senior Leadership as a member of the President's Cabinet
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree (Master's degree preferred in computer science, information technology, business administration (with a strong background in management information systems) or a related area; seven (7) years of related work experience including experience in higher education along with experience in: information technology planning; development and implementation; enterprise resource planning (Oracle ERP environment preferred); systems architecture; telecommunications; database administration; web and social media

development; dealing with campus technology, security and compliance issues; planning and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Leadership principles (expert level);
- Program development and administration principles and practices at a College-wide level;
- Personnel management;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Technology;
- Telecommunications;
- Ways technology supports a teaching/learning environment;
- Budgeting principles;
- Strategic planning principles; and
- Policy and procedure development practices.

Skills in:

- Microsoft applications, to include but not limited to: SharePoint, Teams, Word, Excel, PowerPoint, Power BI, and Project;
- Communicating, both verbally and in writing;
- Developing and delivering presentations;
- Managing projects;
- Providing leadership to assigned staff;
- Setting goals;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing College-wide components and activities;
- Developing and administering budgets;
- Analyzing academic and/or administrative projects, programs, and processes for areas of improvement;
- Organizing;
- Using a computer and related software applications; and
- Verbal and written communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Oversee information technology operations including end-user support, networks, MIS, information security systems, and ERP software development cycles;
- Multi-task;
- Analyze and resolve complex issues;
- Be a change agent with positive human relations skills;
- Identify and solve business problems with technology tools;
- Deal with a fast-paced environment;
- Maintain and improve IT customer relationships;
- Work in partnership with internal and external stakeholders to accomplish the College mission and strategic plan;
- Communicate with diverse functional areas and stakeholders, both internal and external to the College;
- Delegate and prioritize work;
- Develop and implement strategies; and

- Interpret and apply applicable laws, rules, and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

CISSP or CISM certificate desired.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date