## JOB DESCRIPTION: CHIEF INFORMATION OFFICER

**Job Code:** 0160  
**Department:** Technology Services  
**Location:** 836  

**Approved By:** Chief Human Resources Officer, Dan Habrat  
**FLSA Status:** Exempt  
**Last Revised:** May 2012  
**Version:** FINAL

### Summary
The Chief Information Officer (CIO) position is responsible for ensuring that information technology is properly planned for, implemented and effectively maintained to support and enhance business operations and student instruction. This position establishes the district’s technology plan, recommends key technology budget initiatives, provides oversight for the operation and maintenance of the technology infrastructure and applications, ensures proper technology standards are established and followed, establishes and monitors service level measures and targets for all technology related support activities, provides project oversight for critical projects and maintains relationships with the local business community and state support agencies.

### Essential Duties
(These duties represent a sample and may vary by position.)
- Maintain technology standards
- Manage mainframe and server operations
- Manage application support for the district’s business function
- Support all major technology projects for all district departments and functions
- Direct the support for the existing student information system
- Oversee workstation and network support services
- Oversee the development and support of the wide-area network
- Oversee a technology help desk for the district
- Manage instructional technology for the district
- Establish and maintain a staff of skilled employees to support technology for the district
- Ensure good vendor and community relationships
- Oversee technology purchases for the district
- Manage expenditures for technology hardware, labor and services
- Manages the development and oversight of planning initiatives with local and state government.
- Participates as the district representative in multi-agency efforts aimed at planning-related community involvement projects
- Develops department’s goals and objectives that support the CMS Theory of Action and Mission, Vision, Core Beliefs and Commitments
- Provides leadership and oversight in the development and maintenance of the annual budgets
- Performs related duties as assigned.
### Education and Experience:

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<th>Minimum</th>
<th>Desirable</th>
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<tr>
<td>• Bachelors degree in computer science or related field</td>
<td>• Master of Business Administration</td>
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<tr>
<td>• 10 years experience managing application development and support services</td>
<td>• 10+ years experience managing application development and support services</td>
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<tr>
<td>• 10 years managing operations and support services (network operations, mainframe operations, server operations, help desk)</td>
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<td>• Experience as an educator</td>
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### Licensing / Certification Requirements:
- Certified Project Manager desirable

### Knowledge / Skills / Abilities:
- Knowledge of modern and complex principles and practices of Applications Development and Technology program development and administration.
- Principles and methods of systems analysis, design, development, and implementation in an on-line interactive information processing environment.
- Procurement, implementation and support of highly integrated Enterprise Resource planning systems.
- Knowledge of operation, production capacity, and applications of computer related equipment.
- Knowledge of operational characteristics and requirements of computer hardware and peripheral equipment.
- Knowledge of programming languages, data base management systems and applications.
- Knowledge of principles of statistics and mathematics as applied to systems development.
- Knowledge of principals of business process reengineering and organizational change management.
- Knowledge of complex contract negotiation procedures and issues for the procurement of hardware, software and professional services.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations relating to computer systems and computer programming.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations.
- Knowledge of K-12 curriculum and instructional programs, policies, procedures, practices and system-wide goals related to Strategic Plan 2014.
- Knowledge of district organization, operations, policies and objectives.
- Possesses knowledge of and demonstrates respect for all employees, Executive Staff, BOE members and community leaders using tact, patience and courtesy.
- Knowledge of the development of key processes for the purpose of increasing
operational efficiencies and assuring high-level customer service.

- Demonstrates effective communications skills, including speaking, listening and writing.
- Ability to use collaborative skills to lead diverse groups within the school community to realize the CMS vision and accomplish goals.
- Extensive knowledge in the delivery of training including use of technology and best practices related to the development and delivery of training.
- Knowledge of principles and practices of administration, supervision and training.
- Possesses high levels of self-confidence and optimism.
- Models high standards of integrity and ethical behavior.
- Models and supports self-discipline and responsibility.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved technology services and activities.
- Possesses leadership skills required to respond to the challenges presented by an ethnically and culturally diverse community.
- Ability to take the risks necessary to implement the CMS vision and achieve the system’s goals.
- Possesses high level of cognitive skills, analysis and decisiveness, organization and high internal work standards.
- Ability to delegate authority and responsibility and hold subordinates accountable.
- Ability to establish and accomplish goals.
- Ability to develop, analyze and recommend policies, strategic plans and practices affecting school district technology services.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to empower personnel to optimize effective operations.
- Ability to develop and direct an effective Technology team, with a commitment to professional growth and development.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to recognize, honor and celebrate successes.
- Ability to meet schedules and timelines.
- Responds effectively and promptly to issues, and communicates resolutions in a timely manner.
- Ability to work confidentially and with discretion.

Physical Requirements:
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities frequently involving driving automotive equipment.

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