


THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Chief Information Officer
CONTRACT YEAR:	Twelve Months
SALARY BAND:	S
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution in computer science, information systems, engineering, business administration, educational technology, or related field. Doctorate preferred.

EXPERIENCE: A minimum of ten (10) years within the last fifteen (15) years of increasingly responsible executive experience including five (5) years or more of successful direct management of a major Information Technology (IT) operation. Two or more IT certifications to include PMP or ITIL and CGCIO, CETL, or CISSP preferred. Similar or comparable certifications will be considered.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution in computer science, information systems, engineering, business administration, educational technology, or related field.

EXPERIENCE: A minimum of ten (10) years within the last fifteen (15) years of increasingly responsible executive experience including eight (8) years or more of successful direct management of a major Information Technology (IT) operation.

ADDITIONAL QUALIFICATIONS

REQUIRED: The successful candidate will have strong leadership traits and the ability to effectively interact at the Superintendent's Cabinet and School Board level. Prior experience should include leading and managing functions and departments interfacing with IT clients, information technology processes, and systems.

Experience should include a customer focus and the establishment and management of service level agreements in a complex environment involving multiple platforms, applications, communication systems, and vendors.

Knowledge of business principles, business process analysis and redesign, and techniques of administration, organization, and management, strategic and operational planning, human resources, change management, and financial cost analysis, equipment and software features of various computer systems and a sound understanding of integration capabilities, including but not limited to ecommerce, web applications, data warehouses, and enterprise systems, systems design, development and implementation process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation, quality assurance and operational management. Proven skills in written and verbal communication, vendor and contract negotiation, budget preparation and monitoring, planning and organizing, and interpersonal relationship building. Successful implementation of one or more ERP systems.

PREFERRED: Experience in a K-12 setting, specifically in technology and information systems. Bilingual skills preferred.

REPORTS TO: Superintendent of Schools

SUPERVISION: The position supervises staff as assigned.

POSITION GOAL: The Chief Information Officer (CIO) position has primary responsibility and commensurate authority for providing executive level leadership for improving the planning, procurement, implementation, operation, support, and maintenance of IT systems that support and enhance education and business operations as well as improve cost effectiveness and efficiency. This position is strategically placed to work with both academic and administrative

leaders to facilitate institutional change and create a positive organizational culture for information technology services that supports the District's goals and objectives.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief Information Officer shall carry out the essential performance responsibilities listed below.

1. Provide the thought-leadership and lead the execution of the information technology strategy while serving as the primary IT representative to senior leadership and external advisory groups.
2. Provide strategic vision and tactical direction in areas of policy, planning, and standards for Information Technology and related functions.
3. Monitor the progress of major district IT projects, paying particular attention to any developing problems and participate in major problem resolution. In connection with this responsibility, communicate to senior leadership any significant deviations from existing schedules.
4. Foster effective relationships with business, community, private and public education leaders on behalf of the information technology interests of the School Board of Broward County, Florida.
5. Communicate IT plans, policies, and technology trends throughout the organization, including management groups, professional staff, and the School Board.
6. Develop, monitor, and maintain a continuously improving, performance management focused organization, capable of supporting the information needs of operating entities through appropriate and cost effective information technology.
7. Advocate and support development and execution of plans and programs that fulfill the service and technology needs of all District schools.
8. Plan and direct the IT department to ensure development/evolution and implementation of an architecture, technology and operation that supports the District's goals and objectives.
9. Work in conjunction with senior leadership to develop and continue to refine information systems' strategies to support the needs of the District.
10. Maintain current knowledge of developments in relevant technology which can be leveraged to improve district IT functions.
11. Manage departmental performance to ensure that plans and programs are executed on time, within budget, and consistent with quality requirements.
12. Administer and manage the annual operating and capital budgets for IT systems operations consistent with plans and established financial guidelines. Maintain policies and standards aimed at assuring lowest total cost of ownership (TCO).
13. Plan and manage department staffing, IT policies and standards, hardware/software selection, acquisition, development, and installation, and vendor engagements to ensure support of the District's strategic goals.
14. Develop and enforce policy and procedures to ensure the protection of IT assets and data integrity, security and privacy entrusted to or maintained by the District. Develop and maintain a district-wide business recovery plan to ensure timely and effective restoration of IT services.

15. Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
16. Ensure adherence to safety rules and procedures.
17. Follow federal and state laws, as well as School Board policies.
18. Perform other duties as assigned by the Superintendent of Schools or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works collaboratively with Senior Management, the School Board, District and school staff at all levels, business, community, private and public education leaders, to apply the most relevant, cost-effective technology that supports the district's goals and strategy.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 1/20/04*

Reporting Relationship Changed: 7/1/04

Revised: 7/1/05

Board Approved: 5/30/2012

Board Adopted: 6/26/2012

Board Approved: 2/03/2015

Board Adopted: 3/03/2015

Board Approved as Amended: 6/23/2015

Board Adopted as Amended: 7/28/2015