**Chief Technology Officer Standard Job Description**

**Classification Title:** Chief Technology Officer

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Chief Technology Officer is responsible for leadership and oversight for the selection and effective integration of appropriate information technologies that are consistent. Serves as the primary technical expert and consultant in a variety of specialized fields of technology. Routinely conducts enterprise-level design, research, recommended strategies, and provides leadership and guidance for the planning, design, and deployment of new enterprise-wide technologies.

**Essential Duties and Tasks:**

**30% IT Operations**

* Review emerging technologies, tools, products, and services. Oversees the selection of process for the acquisition of these technologies, tools, products, and services, and recommends changes to software applications based on analysis of their impact to all stakeholder requirements.
* Manages contact with IT suppliers to maintain knowledge of current technology, equipment, prices, and terms of agreements to minimize the investment required to meet established service levels.
* Initiate proof of concept (POC), pilots and prepare white papers and documentation of POC results, recommendations, and operational support.
* Assesses the IT capabilities of employees & contractors and overall IT service performance to entities across the University.

**25% Project Management and Oversight**

* Provides strategic and tactical planning, development, evaluation, and coordination of the information and technology systems.
* Create a near-term and long-term technology roadmap strategy aligning initiatives and projects.
* Develop cost analysis models and vendor comparisons for large scale projects to ensure cost-effective and efficient operations.

**20% Leadership and Collaboration**

* Meet with IT stakeholders to understand business requirements and their implications on technology solutions.
* Collaborate with System member IT leaders on technology projects, research, planning, and initiatives.
* Advises the executive committee and governance bodies on the strategic use and investment in technology and technology services.

**5% Technical Integration and Innovation**

* Guides the evolution of the business architecture and leads the evolution of the enterprise architecture by defining standards and protocols for data exchange, communications, software, data integration & consolidation platforms, and interconnection of university network information systems.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in relevant field or equivalent combination of education and experience.
* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of computers and IT systems.
* Knowledge of design and management.
* Skills in administration and interpersonal and written communication.
* Skills in planning and organization.
* Ability to multi-task and work cooperatively with others.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**