

CHIEF TECHNOLOGY OFFICER

JOB SUMMARY

Under the general direction of the area administrator, provide leadership and support in implementing and maintaining a district-wide infrastructure of information services and technology applications. The Chief Technology Officer (CTO) ensures that technology services are reliable, secure, scalable, and aligned with the District's mission to support student success, instructional excellence, and institutional effectiveness. Incumbent serves as the District's senior technical authority and leads technology architecture, infrastructure, cybersecurity operations, enterprise systems, and service delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provide executive leadership for the planning, development, implementation, security, and ongoing operation of the District's technology infrastructure, enterprise systems, and digital platforms, including campus networks, data centers, cloud platforms, servers, storage, telephony, and instructional technology environments.
2. Lead the District's technical cybersecurity program, including vulnerability management, endpoint security, identity and access management, monitoring, and incident response.
3. Oversee the design, implementation, and integration of enterprise systems, including the Student Information System (SIS), learning management systems, identity platforms, data and analytics environments, and cloud based student service tools.
4. Provide leadership in the evaluation, development and implementation of emerging technologies, including automation, artificial intelligence, and advanced analytics, in support of student success and operational efficiency, while balancing innovation with risk management, sustainability, and total cost of ownership considerations; guide system modernization, cloud migration, and decommissioning initiatives.
5. Oversee disaster recovery and technology resiliency planning across on premises and cloud environments to support District operations.
6. Train, schedule, assign, supervise and evaluate the work performance of assigned staff; allocate staff and resources to optimize efficiency and effectiveness; provide in-service training, technical direction and guidance.
7. Lead or support vendor selection, contract negotiations, vendor risk assessments, and ongoing vendor performance management.
8. Ensure compliance with applicable laws, regulations, and standards, including but not limited to the Gramm Leach Bliley Act (GLBA) and applicable NIST frameworks.
9. Establish and enforce technical security standards for vendors, cloud services, and third-party integrations.

10. Develop and maintain enterprise architecture standards to ensure interoperability, scalability, and cost effective system lifecycles. Establish service standards, operational metrics, and continuous improvement practices to ensure high quality technology support.
11. Work with administration, faculty, staff, and appropriate institutional governance structures to align technology solutions with instructional and operational needs; ensure technology investments support institutional priorities, regulatory compliance, and long-term sustainability; ensure high availability, reliability, and performance of all mission critical systems supporting instruction, student services, and administrative operations.
12. Assist in the development and management of technology budgets, ensuring fiscal responsibility and alignment with institutional priorities.
13. Represent the District in statewide, regional, and consortium based technology initiatives, as appropriate; participate in District technology governance, project prioritization, and resource allocation processes.
14. Gather and maintain data; prepare and submit mandated reports and a variety of statistical and narrative reports, studies and inquiries, both mandated and stand-alone, from external organizations and local, state and federal agencies; support annual audits and assessments.
15. Develop and recommend short and long-term plans, policies, and procedures covering all areas of Information Technology in the District; participate in the development, interpretation, and communication of departmental standards, goals, objectives, priorities, policies and procedures, within District quality guidelines.
16. Plan, organize, and oversee projects and initiatives under area of responsibility; ensure all projects and assignments comply and are understood by all technical and user groups.
17. Partner with executive leadership to develop and execute the District's Technology Master Plan and long-term technology roadmap; serve as a trusted technical advisor to executive leadership, translating complex technical issues into clear, actionable information.
18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Enterprise infrastructure, cloud computing, networking, and cybersecurity best practices.
2. Principles, practices and techniques of information systems management, including applications design, hardware and software options for administrative, business and academic functions and the cost-benefit of systems alternatives.
3. Concepts, methodologies, processes and terminology applicable to District planning, accreditation and program review functions.
4. Principles and practices of project management.
5. Systems and Network security and interoperability standards.
6. Needs assessment methods and project management practices.
7. Federal, state and local laws, regulations and court decisions applicable to areas of responsibility.
8. Programs to create documents and materials requiring the interpretation and manipulation of data.
9. Oral and written communication skills, including formal report, technical writing, and public presentations.

10. Effective fiscal management strategies and processes; financial and statistical record-keeping techniques.
11. Appropriate organizational and management practices and processes.

Ability to:

1. Promote a culture of accountability, customer service, collaboration, and professional development.
2. Develop and articulate a vision for sustained departmental planning.
3. Communicating effectively both orally and in writing.
4. Read, interpret and enforce pertinent local policies, state and federal laws and regulations.
5. Design and develop strategic and master planning processes and structured data-gathering.
6. Utilize effective people skills in working with community members and faculty in an academic setting.
7. Negotiate and communicate professionally at all times.
8. Compose complex reports, analyses and correspondence.
9. Analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations.
10. Develop and implement technology strategy aligned with institutional goals.
11. Maintain records accurately and with confidentiality as required.
12. Manage multiple priorities in a complex, highly regulated environment; meet schedules and timelines.
13. Establish and maintain cooperative and effective working relationships with others.
14. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Bachelor's degree from an accredited institution in computer science, public administration, business information management, computer engineering, or related field ; and
2. Eight (8) years of progressively responsible experience in information technology, including responsibility for infrastructure, systems, and cybersecurity operations. Related experience must include five (5) years in a leadership or management role; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Incumbents regularly sit or stand for long periods, travel short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

Standard office setting. Duties are performed primarily in an office environment while sitting at a

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desk or computer workstation. Incumbents are subject to extensive contact with faculty, public, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to ensure health and comfort. Incumbent may interact with upset individuals in interpreting and enforcing departmental policies and procedures.