

CHIEF INFORMATION OFFICER

This is a single-position class which has managerial responsibilities for planning, organizing, directing, and evaluating the systemwide academic and administrative information and communications systems and services. A position in this class is responsible for providing leadership, direction, and control in information technology services which include centralized academic computing support; administrative information systems; voice, data, and video telecommunication systems and services; distance education; instructional technology; and all associated support services for students, faculty and staff. Work involves directing the development and implementation of short- and long-range plans for information technology systems, services and operations; developing, implementing, and evaluating policies and procedures relating to the use and management of information technology within the context of sound management principles, academic freedom, and legal requirements; serving as the University's external liaison and representative on all matters relating to computing, telecommunications, distance education, and instructional technologies; serving on various internal and external committees and task forces relating to information technologies and is regarded as the University's primary technical consultant on matters within the scope of work; establishing and maintaining effective working relationships with representatives of various federal and state agencies, legislators and their staff, external organizations, Board of Regents, UH senior executives, faculty and staff; and serving as the State of Hawai'i representative on regional and national projects, conferences, studies, etc. relating to informational technologies in higher education. These organizations include WICHE, SHEEO, NASULGC, EDUCAUSE, Internet2, etc.

Work requires extensive knowledge of trends in computing software systems and technology; voice, data, and video telecommunication systems; current and potential applications of information technology to higher education administration and support services for students, faculty and staff; advances and directions in learning technologies, policies and support; the use of advanced technologies to support modern research; national trends, activities, and programs in information technology; principles of organization and management. Ability to establish and maintain effective working relationships with executive and managerial representatives within the University system, colleagues at universities and colleges at the national level, private sector entities, state and federal government officials, legislators, faculty and staff; plan, organize, direct and coordinate a major systemwide program; provide leadership and direction in policy and procedure development and implementation; represent the University at state, national and international conferences, meetings, and seminars; communicate effectively both orally and in writing; translate technical concepts and terminology into terms comprehensible to the non-technical layperson. Work is reviewed by the Vice President for Administration & Chief Financial Officer on the basis of results achieved.

The amendment and retitling of the managerial class Director of Information Technology to Chief Information Officer is approved effective October 16, 2002.



 Vice President for Administration & Chief Financial Officer

10/16/02

Date