# **NSCA**

# **Sample Position Description**

# **Title:** Chief Technology Officer/Chief Information Officer

**Reports to:** President

**Class:** Full-Time

**Type:** Salary

**Revised:** 9/15/20XX

# **Primary Role:**

*Contributes to general business planning regarding technology and systems required to maintain company operations and competitiveness. Recognizes new developments in information systems technology and anticipates modifications. Establishes long-term needs for information systems and plans strategy for developing systems and acquiring hardware to meet company needs.*

**Responsibilities:**

1. Responsible for determining technology and system requirements to maintain company operations and competitiveness
2. Responsible for researching technological developments in information systems technology and anticipating any and all organizational changes
3. Oversee the development and implementation of custom forms, reports, and database structure
4. Establishes long-term needs for information systems and plan strategy for developing systems and acquiring hardware to meet application needs
5. Ensures confidentiality and reliability of corporate data, proprietary information and intellectual property
6. Functions as top level contact to assist company employees in determining IS requirements and solutions
7. Responsible for developing Information Systems budget
8. Responsible for managing all Information Systems staff
9. Responsible for performing annual performance appraisals for IS staff
10. Prepares Information Systems department performance reports for management
11. Other duties as required or assigned by management

### **Accountability:**

# The Chief Technology Officer/Chief Information Officer will be accountable to the President. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

The Chief Technology Officer/Chief Information Officer shall possess a Bachelor’s degree in computer science or computer information systems with a minimum of 10 years of related computer systems experience. Demonstrated technical expertise with computer hardware, operating systems, software applications, and network and access systems. Must have superior analytical and problem solving skills to evaluate and solve network problems in a timely manner.

## Travel:

No travel required.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.