

**POSITION X1842** Executive Director & UTIA Chief Information Officer

**\*This position is open internally to University of Tennessee employees only\***

**LOCATION** The University of Tennessee, Institute of Agriculture, Knoxville, TN

**EFFECTIVE DATE** Screening of applicants' credentials will begin immediately. Anticipated start date is.

### **SALARY AND BENEFITS**

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

### **JOB DESCRIPTION**

This position provides leadership, vision, and direction for information technology (IT) reflective of the services and mission of the University of Tennessee Institute of Agriculture (Institute). This includes providing high level planning, implementation, and oversight of IT that aligns with University, Institute, and unit goals and budgets. The CIO provides direct supervision of the Information Technology Services (ITS) department staff along with indirect guidance and partnership to all departmental and regional IT professionals throughout the Institute. This position evaluates and approves all annual IT recommendations for maintenance, upgrades, and replacement of hardware and/or software with direct input from Institute constituents. The CIO leads the annual budgeting process for the ITS Department and all ITS provided services.

As a direct report to the Institute of Agriculture Chancellor, the CIO shall position the Institute to maintain and enhance IT relationships with University Wide Administration (UWA), the University of Tennessee Knoxville campus (UTK), the Institute for Public Service (IPS), corporate vendor representatives, and all other campuses in the university system.

### **RESPONSIBILITIES**

- Drive the technical direction for future technologies that meet the strategic needs of the Institute.
- Work directly with the deans to establish the IT requirements and clear priorities for each unit while maintaining communication channels with department heads and directors.
- Coordinate with the Institute Executive Leadership Team for development and implementation of strategic plans, services, budgets, programs, standards, policies, and best practices for IT at the Institute.
- Partner with peer service unit leaders to implement collaborative, cross-functional and institute-wide projects.
- Maintain and evolve an effective IT services plan, including developing infrastructure solutions that enhance sustainability and reliability while meeting the needs of the Institute including contracted vendor solutions.
- Participate as a member of the Executive Leadership Team in making Institute-wide decisions.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

## **(Responsibilities continued)**

- Serve as liaison to the UTK, IPS, and UWA IT partners and cultivate relationships with current vendors.
- Serve as a conduit to convey IT information, issues and concerns that impact the Institute to leadership and the Institute IT community through frequent updates and direct communication.
- Provide oversight to continuously evolving IT subject matter teams including Security, Training, Marketing, Technical Standards, Application and Web development, Services, and Roles and Responsibilities.
- Manage ITS department personnel and provide indirect guidance and partnership to all departmental and regional IT professionals throughout the Institute.
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- Guide ITS personnel through professional support and mentorship to advance technical knowledge and proficiency, leadership skills, and collaborative relationships.
- Provide oversight in maintaining sound technical security procedures for the ITS department and the Institute including evaluation of compliance.

## **REQUIRED QUALIFICATIONS**

### **Education:**

- B.S. Degree in Information Technology or related field and a minimum of 5 years of applicable experience in higher education or government agencies with responsibility for decision-making, critical thinking, strategic thinking/planning, leading groups and building teams, and crisis management.

### **Experience:**

- Significant amount of applicable management and/or supervision experience overseeing the responsibilities of the IT personnel and function.
- Experience developing and leading technical projects that include working collaboratively with administration, direct reports, peers, and clients to define a project scope, develop technical solutions, and ensure security compliance standards are upheld.
- Leadership skills including performance management, budget management, project management, priority/task assignment planning, and personnel skills enhancement.
- Demonstrable strong interpersonal, facilitation, inclusive communication (oral and written), creative problem-solving skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Broad IT expertise which may include direct knowledge of information security, data warehousing, business intelligence, infrastructure design, network architecture, application and web development, along with training delivery.
- Knowledge of and experience leading infrastructure services, applications design and development, web development, data integration, third-party software, and cloud-based solutions.
- Knowledge of configuration and management of a desktop and laptop remote managed environment.

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**PREFERRED QUALIFICATIONS**

- Advanced degree in related field.
- Experience training others and writing detailed, systematic instructional and reference materials.
- Knowledge of Windows systems administration.
- Experience managing and implementing enterprise level platforms and applications.
- Basic knowledge of modern application design and development methodologies.
- Knowledge of National Institute of Standards and Technology SP 800 series IT security and risk management framework, Information security standards, regulations, guidelines, frameworks and best practices, and HIPAA, FERPA, and PCI regulatory compliance.
- Experience configuring and managing desktop and laptop remote managed environments.

**TO APPLY:**

Please apply online by clicking the link below

[Internal Applicants](#)

Submit a complete application packet with your online application which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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