

Job Summary:

The Chief Information Officer will develop, plan, and implement an information technology (IT) strategy that meets the company's business needs, delivers optimal return on investment, and maintains utmost security.

Supervisory Responsibilities:

- Oversees projects and assignments within the Information Systems (IS) department.
- Leads efficient operation of the team so that prompt modernization and upgrades of IS are performed as needed.
- Conducts performance evaluations that are timely and constructive.

Duties/Responsibilities:

- Collaborates with members of the executive team to identify ways IT can assist the company in achieving business and financial goals.
- Identifies new IS developments and technologies; anticipates resulting organizational modifications.
- Ensures that IT and network infrastructure adequately support the company's computing, data processing, and communications needs.
- Develops and implements the IT budget.
- Communicates goals, projects, and timelines of the company to the department; plans ways to execute those goals within the department.
- Establishes long-term IS needs and plans and develops strategies for developing systems and acquiring software and hardware necessary to meet those needs.
- Assists as top-level contact for end users in determining IS requirements and/or solutions.
- Ensures compliance with government regulations that apply to systems operations.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent ability to conceptualize long-term business goals and develop orderly processes to accomplish those goals.
- Excellent managerial skills.
- Thorough understanding of information technology and information technology systems.

Education and Experience:

- Masters degree in Business Administration, Computer Science, or Information Technology required.
- At least 10 years of experience in administration of information systems and technology, with increasing level of responsibility throughout.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.