



## **Chief Technology Officer Position Description**

Saint Mary's College of California seeks applications and nominations for the position of Chief Technology Officer (CTO). As the chief information officer for the College, the CTO works in partnership with the College's senior leaders and campus community to build upon the College's reputation as one of the California's finest higher education institutions. The CTO will be responsible for leading, championing, and leveraging the critical role of technology in supporting and advancing the College's academic, research, and outreach mission. The ideal candidate will be a visionary and transformative leader, who possesses personal and professional integrity, strong analytical skills, and a commitment to collaboration, innovation, flexibility, and creativity.

### **About Saint Mary's College of California**

Saint Mary's is a residential campus nestled 20 miles east of San Francisco in the picturesque Moraga Valley. Based in the Catholic, Lasallian and Liberal Arts traditions, Saint Mary's currently enrolls over 4000 students from diverse backgrounds in 33 undergraduate and 18 graduate and professional programs. The De La Salle Christian Brothers, the largest teaching order of the Roman Catholic Church, guide the spiritual and academic character of the College.

Saint Mary's is a comprehensive and independent institution that integrates liberal and professional education in its undergraduate and graduate programs. Founded in 1863, Saint Mary's reputation for excellence, innovation and responsiveness in education stems from its vibrant heritage as a Catholic, Lasallian and Liberal Arts institution. An outstanding, committed faculty and staff that value shared inquiry, integrative learning and student interaction bring these traditions to life in the 21st century. The College is committed to fostering an inclusive community that recognizes the educational benefits of diversity.

Some of Saint Mary's achievements and accomplishments include:

- Being among the US President's Top 17 Colleges for Community Service
- Being named a top "Green" College by the Princeton Review
- Being listed in the Top 10 for Study Abroad Programs by the Institution of International Education's Open Doors Report

Additional information about Saint Mary's, its history, and its programs can be found at <http://www.stmarys-ca.edu/>.

## **Position Summary**

The Chief Technology Officer reports to the Vice President for Finance and is responsible for four distinct areas of responsibility: (1) strategic and visionary leadership, (2) technical, fiscal and resource management, (3) collaboration with a broad array of internal and external constituencies, and (4) supervision of personnel, policies and procedures. It is expected that approaches to these key responsibilities be shaped through a sincere commitment to strong leadership, engaged collaboration, and broad collegiality with all members of the college community in order to align technical resources to the core mission of the college.

## **Major Areas of Responsibility**

- **Leadership**
  - Understands the teaching and learning mission of the College and supports it through appropriate technology, service and training.
  - Leads with a commitment to learning, service, collaboration, innovation and integrity.
  - Applies judgment and a commitment to the good of the College as a whole to IT planning and management.
  - Collaborates with campus leaders and advisory committees to develop and implement a strategic plan and initiatives.
  - Develops a vision for the College's technology systems and services and communicates this vision effectively to both internal and external constituencies.
  - Represents the College in local, state and national arenas.
  - Understands residential learning environments and technical needs of contemporary students.
  
- **Management**
  - Manages all centralized technology systems and support for the College including Telephone Services, Network & Infrastructure, Administrative Information Services, Desktop Client Support, Service Desk, Instructional Technology, Web Services, Technology Training, Media Services including Events & Conferences support.
  - Develops and manages a total budget of slightly over 5.3 million dollars as well as periodic capital expenditures.
  - Manages IT policy development, implementation and compliance including use policies, licensing, security and regulatory compliance.
  - Manages the acquisition, deployment and operation of information technology and resources in an environment of competing demands and constrained resources.
  - Ensures that specialized academic and research technologies can be effectively operated and supported within the College's overall technology environment.
  - Plans and implements the development and integration of campus enterprise and administrative applications to ensure business and administrative work processes are supported and optimized.

- **Collaboration**
  - Engages and works closely with stakeholders on issues of planning and budgeting, resource acquisition and deployment, policy development and assessment.
  - Manages the complexities of information resources, service delivery, technology and customer demand to serve the College's mission and meet its strategic goals. With the Vice President for Finance and other senior leaders, supports the Lasallian, Catholic and Liberal Arts traditions of the College.
  - Collaborates with other organizations and institutions in initiatives that benefit the College.
  - Works with the College Development Office to pursue technology related fundraising opportunities including grant proposals.
  
- **Supervision**
  - Responsible for the direct or indirect hiring, training managing and evaluation of approximately 40 staff members.
  - Responsible for ensuring that the campus' commitment to diversity, inclusivity and respect are a core part of the Computer and Technology Services (CaTS) culture.
  - Establishes a commitment to customer service and positive customer relations.
  - Ensures IT processes, solutions and initiatives follow appropriate industry best practices.
  - Supports staff development and staff engagement with trends and developments in the field.
  
- **Direction**
  - Applies good judgment and a commitment to the good of the College as a whole to IT activities and decisions.
  - Collaborates with academic and administrative leaders and advisory committees to develop and implement a strategic plan and initiatives.
  - Develops a vision for the College's technology systems and services and communicates this vision effectively to both internal and external constituencies.

## **Essential Qualifications**

- **Leadership**
  - Demonstrated successful experience in building a compelling IT vision and obtaining consensus from key stakeholders.
  - Demonstrated experience making thoughtful and informed decisions which balance competing IT needs in a resource-constrained environment.
  - Experience promoting the College's best interests during planning and decision-making.

- Past record of leadership demonstrating integrity, flexibility, collaboration and innovation.
- **Experience**
  - An advanced degree is required.
  - At least ten years of progressively responsible experience in leading the information technology function in a complex organization.
  - Successful record of management experience and skills in the areas of budgetary and financial management, human resources, and policy development, including the development of standard operating procedures.
  - Demonstrated ability to manage a large and diverse staff and to manage effectively through others.
  - A broad knowledge of computing, networks, internet/intranet technologies, instructional technologies, digital library technologies, administrative systems, and wireless technologies including an awareness of trends in these technologies and expertise in at least one aspect of IT technology.
- **Collegiality**
  - Excellent oral and written communication skills and an ability to communicate well at all levels of the College.
  - Demonstrated success at working collegially and effectively, with both one's staff and one's peers. Successful track record of building productive relationships and trust among stakeholders.
  - Demonstrated commitment to shared leadership and governance, consensus-building, facilitation, and negotiation.
- **Innovation**
  - Demonstrated excellence in long-range, strategic IT planning in a complex, collaborative organization.
  - Evidence of successful and innovative operational planning, implementation and assessment of technology initiatives.
  - Knowledge of best practices in higher education IT.

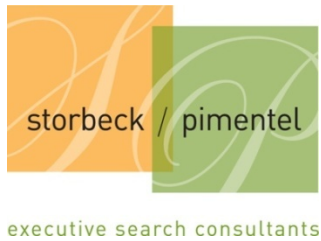
**Preferred Qualifications**

- A doctorate is preferred.
- Preference will be given to candidates with an academic education in an IT-related such as computing, communication, management, or business.
- Preference will be given to a candidate bringing a deep understanding of college academic and administrative culture, mission and goals which may be evidenced by successful teaching experience at the College level or substantive accomplishments leading IT in a higher education environment.
- Possess a strong professional network coupled with the ability to leverage that network on behalf of the College.

### **Application/Nomination Process**

The Search Committee will continue to accept applications and nominations until the position is filled. Applicants must submit a current curriculum vitae and a letter describing relevant experience and interest in the position. Submission of materials via e-mail is strongly encouraged. Nomination letters should include the name, position, address and telephone number of the nominee. All nominations will be handled in the strictest of confidence unless otherwise directed by the nominator.

Applications and letters of nomination should be submitted to:



Alberto Pimentel  
Managing Partner

Storbeck/Pimentel & Associates  
1111 Corporate Center Drive, Suite 106  
Monterey Park, CA 91754  
323-260-7889 (FAX)

Email: [apsearch@storbeckpimentel.com](mailto:apsearch@storbeckpimentel.com)  
Refer to code "SMCTO" in subject line

Saint Mary's College of California is an **EQUAL OPPORTUNITY EMPLOYER**. In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse faculty, staff and student population and does not discriminate in its admission of students, hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition or physical or mental disability.