



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,300 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

CHIEF INFORMATION OFFICER (CIO) **Office of the Chancellor and Dean**

Classification: Level 6/Regular/Exempt

Hiring Salary Range: \$140,000 - \$153,600 annually (commensurate with qualifications)

Posting Date: November 14, 2011

THE ROLE

The Chief Information Officer (CIO) is a newly created position at UC Hastings reporting directly to the Chancellor and Dean of the College. The incumbent will be responsible for the development and communication of a shared vision for the use of information technologies, resources, and services essential to the College mission and in support of the newly finalized Strategic Plan. Information resource areas of responsibility will include, but will not necessarily be limited to, technological innovations in the Law Library, Computing Technology Services and Support, Academic Technologies, Enterprise Applications, Information Security, and Enterprise Technology Planning and Support. The scope of the CIO position is campus wide, cutting across all College divisions, necessitating a high level of familiarity with, and commitment to, meeting the information needs for all College administrative and academic technology.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

STRATEGIC PLANNING

- Establish the College's Information Technology overall strategic direction and priorities and develop short- and long-term plans in support of the UC Hastings' emerging programmatic objectives;
- Research and actively maintain familiarity with the latest computing, networking and instructional technologies. Evaluate technologies and trends regarding their applicability to the needs of the College;

- Build and communicate a shared vision of the computing environment and direction at UC Hastings;
- Develop information technology policies that encompass a broad range of issues with direct impact on faculty, students and College staff.

BUDGET AND FINANCIAL MANAGEMENT

- In consultation with the Chancellor & Dean, the Academic Dean and the Chief Financial Officer, plan the College's annual technology budget and project priorities;
- Evaluate the current use of existing technologies as well as the potential use of emerging technologies. Make recommendations geared toward reducing the total cost of ownership by streamlining the operation to minimize the various types of technology in use, reducing support costs through standardization, and reducing licensing costs through consolidation, and partnering with campus entities to reduce costs;
- Evaluate commercial software and existing staff competencies when making decisions to purchase commercial software or to develop an application internally.

OPERATIONS

- Oversee the recruitment, hire, training and evaluation of all staff included in the Information Technology division;
- Develop and communicate policies, procedures and standards. Ensure that law school policies, procedures, and practice standards meet American Bar Association and College requirements;
- Oversee the College's electronic disaster recovery strategies including data backups and restores to handle emergencies.

SYSTEMS DESIGN, DEVELOPMENT AND IMPLEMENTATION

- Plan, organize and provide overall direction in the design, development, implementation, and maintenance of the UC Hastings infrastructure and application servers in a highly complex, environment;
- Analyze College operations to determine ways that technology can be used to improve efficiency and enhance services;
- Assume primary responsibility for the design of the College's information systems architecture plans (i.e. network, application development);
- Research and experiment with various technologies to determine which ones most effectively will meet the needs of the UC Hastings' faculty, staff, students, and alumni. Plan, maintain and control the budgetary impact of various technologies;
- Oversee the development and implementation of training programs and individual instruction to faculty, staff and students in the use of applications, office and classroom equipment, and other types of information technology.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- A graduate degree from a regionally accredited university in Computer Science, Information Systems, or a related field;
- A record of professional experience that demonstrates progressive responsibilities and accomplishments in leadership roles in information technology;
- Significant senior level management experience in a complex information technology/library environment;
- An understanding of current trends in information and telecommunications services;
- A proven track record of leveraging enterprise administrative software solutions for the organization;
- Advanced experience in planning for hardware growth, expansion and replacement;
- Demonstrated experience in managing, directing, and motivating personnel with diverse experiences and strengths in a complex, consensus-based setting.

REQUIRED SKILLS, KNOWLEDGE, ABILITIES and COMPETENCIES:

- Expert knowledge of state-of-the-art technological developments;
- Advanced knowledge of data communications between different types and classes of hardware such as mainframes, minis and micros;
- Familiarity with Datatel;
- Expert ability to analyze information, problems, and situations to identify the problem and relevant concerns or factors to recognize alternatives and their implications, and to formulate logical and objective conclusions;
- Demonstrated ability to establish effective, collaborative relationships and enlist support of all levels of faculty, staff, student, campus and community constituencies and to mobilize in a team effort to accomplish College goals;
- Advanced ability to understand and communicate, both orally and in writing, the operational responsibilities and related needs among College divisions and departments;
- Expert ability to formulate strategy and policies and to take immediate actions in response to emergent opportunities and threats in a complex environment;
- Demonstrated ability to work effectively and diplomatically with faculty, students from diverse groups, and staff under time pressures and stressful circumstances.
- Demonstrated skills in budget preparation;
- Ability to make oral group presentations to provide information or explain policies, procedures, methods, or actions, or to persuade others to accept a specific opinion or to implement a specific action;
- Skill in negotiating and exchanging ideas, information and opinions with others to formulate policies and procedures and/or arrive jointly at decisions or solutions;
- Skill in organizing people, information and resources in a systematic way for efficient and effective task accomplishment and to minimize duplication of effort;

- Skill in management of space, equipment and material resources including developing utilization plans and justifying acquisitions;
- Skill in selecting and employing leadership and communication styles which are appropriate to the people involved in the situation, and the intended results;
- Outstanding interpersonal, judgment, and oral and written skills.

BENEFITS

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full- time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Chief%20Information%20Officer%20-%20Office%20of%20the%20Chancellor%20and%20Dean>

*****This position has been designated as “sensitive” and “confidential” and requires a pre-employment background check.***

Failure to provide the information as required on the application form *including attaching a cover letter and a resume* may immediately disqualify an applicant from employment consideration.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer