



## JOB DESCRIPTION

<b>Job Title: Chief Technology Officer</b>	<b>Effective date: 04/01/2021</b>	
<b>Supervisor: CEO</b>	<b>Revision date:</b>	
<b>Job Code:</b>	<b>FLSA: Exempt</b>	<b>Department Code:</b>

## SUMMARY/GENERAL ACCOUNTABILITY

The Chief Technology Officer (CTO) defines and executes the IT strategy across the enterprise. The CTO provides leadership to align staff, vendors, and systems to implement and maintain reliable, scalable IT infrastructure in support of the programs and services that deliver on SJRC Texas's mission of providing healing, hope and home to children and families. The CTO has overall responsibility for the provision of customer-centric IT services and continuous quality improvement of systems in meeting changing business needs.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Chief Technology Officer

- *Serve as a member of the executive team, participating in development of the organization's strategic planning and operational decisions.*
- *Develop and oversee implementation of IT strategies for effective deployment of technology.*
- *Procure IT contracts and evaluate contractor performance.*
- *Maintains knowledge of information technology trends and understands the value of new technology and proposes hardware and software solutions to accomplish the organization's business objectives.*
- *Perform cost/benefit analyses to compare multiple approaches to solving complex problems.*
- *Act as a change agent and identify and address cultural barriers to effective utilization of technology.*
- *Ensure compliance with privacy and security requirements.*
- *Continuously strengthen security and privacy protections*
- *Prepare annual IT budget and chair the IT Steering Committee*
- *Decide on actions to take regarding change requests, routing contentious issues through appropriate committees or internal processes.*
- *Develop and maintain disaster recovery plan for technology functions.*
- *Champion integration of disparate data systems*
- *Analyze data and establish and maintain data-driven processes in support of operations.*
- *Manage IT projects*
- *Supervise and mentor technicians and analysts to develop internal competencies, guide performance, development, and engagement.*
- *Oversight of IT systems including servers, network, voice, data, computers, and software.*
- *Drive systems improvements to improve implementation and utilization to increase operational efficiencies through automation.*
- *Other duties as assigned*

## DIRECT REPORTING RELATIONSHIPS

- IT Department
- Data Analysts
- External IT Vendors and Web-Based Systems



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### QUALIFICATIONS

LEVEL CODE	EDUCATION	EXPERIENCE
<b>Required</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree in Information Technology, Business, or related field</li> <li>Licenses/Certifications</li> </ul>	<ul style="list-style-type: none"> <li>5+ Years' professional experience in Information Technology</li> </ul>
<b>Preferred</b>	<ul style="list-style-type: none"> <li>Master's Degree in Information Technology, Business, or related field</li> <li>Licenses/Certifications</li> </ul>	<ul style="list-style-type: none"> <li>10+ Years' experience in Information Technology</li> </ul>

### CERTIFICATIONS/LICENSES/REGISTRATIONS

<b>General</b>	<ul style="list-style-type: none"> <li>Valid Texas Driver's License, good driving record, ability to provide own transportation and proof of current automobile insurance</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>Trainings/Licensure/Certifications as required by SJRC Texas/Belong</li> </ul>

### PHYSICAL/MENTAL REQUIREMENTS

<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Body mobility to stoop, kneel, bend, reach and walk.</li> <li>Moderate to heavy lifting to 60 pounds unassisted and up to 120 pounds or more with assistance</li> </ul>
<b>Visual and Cognitive Demands</b>	<ul style="list-style-type: none"> <li>Must have ability to communicate both verbally and in writing.</li> <li>Must have ability to give and receive verbal and written instructions (with or without hearing aids)</li> <li>Must have ability to read fine print, have sustained vision and peripheral vision (with or without glasses)</li> </ul>
<b>Environmental Demands</b>	<ul style="list-style-type: none"> <li>Environment requires dexterity to remain calm and adapt to fast paced and emotional environments consisting of children with moderate to severe emotional and psychological needs</li> </ul>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>Home-like settings with varying moderate to high degrees of background noise. Light and ventilation are found in a typical office setting.</li> <li>Smoke Free</li> </ul>
<b>Possible hazards</b>	<ul style="list-style-type: none"> <li>Possibility of exposure to blood borne pathogens exists if universal precautions are not followed. (Hepatitis B inoculation available per request)</li> <li>Possible injury when lifting or moving (child or objects) if employee fails to use proper body mechanics, or if proper techniques are not used when the use of SAMA restraint techniques are required</li> </ul>

**SIGNATURE STATEMENT:** I understand my essential duties and responsibilities.

<b>Supervisor Approval:</b>	<b>Date:</b>
<b>Employee Signature:</b>	<b>Date:</b>



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*The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*SJRC Texas reserves the right to revise or change job duties, qualifications and standards as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.*