

**CHIEF INFORMATION OFFICER  
BOSSIER PARISH COMMUNITY COLLEGE JOB DESCRIPTION  
12-Month Unclassified**

**TITLE: CHIEF INFORMATION OFFICER**

**REPORTS TO: VICE CHANCELLOR OF BUSINESS/ECONOMIC DEV.**

**QUALIFICATIONS: Bachelor degree or equivalent work experience. Five years supervisory experience in Higher Education.**

**PERFORMANCE RESPONSIBILITIES:**

Duties to include, but not limited to:

- Develop, manage, and recommend the budget for the Computer Services department.
- Evaluate, manage, and recommend maintenance contracts for both hardware and software for the Computer Services Department
- Evaluate hardware and software performance, make recommendations to management regarding new hardware and software purchases.
- Establish, monitor, and maintain an appropriate working environment for computer hardware and personnel.
- Inform BPCC personnel of current federal, state, and college policies and procedures as related to computing services.
- Develop, monitor, and evaluate policies and procedures for the Computer Services department.
- Coordinate BPCC data processing projects with outside agencies.
- Evaluate BPCC data processing projects, including feasibility studies, analysis of benefits, cost, etc.
- Support programming staff with design, development, and debugging of software.
- Support operations staff with analysis of hardware and software performance.
- Support BPCC personnel with development of software projects, requests, etc.
- Coordinate BPCC telephone and telecommunications projects with management and external agencies (OTM, Bell South, AT&T, LDS, etc).
- Manage telephone systems and service to the campus.
- Manage systems risk management and security.
- Other duties as assigned by supervisor.