Title: Chief Information Officer – Medical Center

Pay Scale Group: 22

Essential Function

Under general supervision from a designated administrator, manage the Medical Center Library and Medical Center Computer Operations.

Characteristic Duties

- Provide library and information services for Medical Center and medical community. Perform strategic planning, and represent Library to the Medical Center, University, community and professional groups.

- Responsible for developing and maintaining budget.

- Work with Medical Center faculty and staff in identifying and resolving informational and educational needs. Participate in College of Medicine curriculum process.

- Serve as member of Library management team.

- Approve policies and procedures for Medical Center Library.

- Participate in professional organizations.

- Conduct research and investigate new technology relevant to information services.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Master’s degree with nine (9) years experience; -OR- Bachelor’s degree with eleven (11) years experience; -OR- Associate’s degree with thirteen (13) years experience. Experience must be in a related field and include at least three (3) years in management.

Last updated: 1-9-07