

## **Chief Technology Officer & Information Security Officer: Curtis Spears**

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**Supervisory Responsibility:** Director of Enterprise Applications, Director of Infrastructure Services, and Director of User Support Services

**Job Summary:** The Chief Technology Officer & Information Security Officer (CTO) is responsible for creating a vision and strategic roadmap for information technology services at Our Lady of the Lake University; creating university-wide technical policies and standards; developing, marketing and supporting additional centralized infrastructure services; building a strong customer service orientation within the Information Technology division. Reporting to the Vice President for Administration, the CTO has overall accountability for university-wide computer operations and services. Leads, directs and/or oversees strategic and tactical operations and services including, but not limited to: telecommunications, networks, servers, hosted systems and services, data storage, data and network operations, systems security, business continuity and disaster recovery, systems administration, software licensing, hardware and software acquisition, deployment and administration, distributed platforms, desktops, and vendor/contracts management. Develops annual operating budget and/or provides fiscal direction for unit technology, equipment, and/or systems, with an emphasis on the cost-effectiveness of the enterprise platforms; including accountability for the availability and performance of the enterprise platforms. Directs and/or manages employees directly and through four directors.

### **Essential Functions:**

1. Provides leadership for development of the university's major academic and administrative computing activities as well as voice and data communications.
2. Develops a university-wide strategic technology plan that ensures the availability of resources to meet projected educational and administrative needs, including disaster recovery plans for mission critical systems.
3. Develops university-wide policies and standards related to information systems resources and services.
4. Develops assessment methods that contribute to continuous improvement and appropriate resource allocation in the Information Technology division.
5. Supervises the directors of Infrastructure Services, Enterprise Applications, and User Support Services.
6. Develops and manages Information Technology budgets and oversees the purchase of information technology products and services.
7. Develops within the Information Technology division a culture that supports the university's customer service priority.
8. Advises administration, faculty, and staff on the effective and efficient application of information technologies in teaching and administration.
9. Provides input to the university's strategic plan.

### **Additional Responsibilities:**

1. Performs all other duties as assigned.