



GUAMCOMMUNITYCOLLEGE

Human Resources Office

ANNOUNCEMENT

THE FOLLOWING JOB ANNOUNCEMENT PAY GRADE IS HEREBY AMENDED:

POSITION TITLE: Chief Information Technology Officer JA003-24	PAY GRADE: SALARY: New Pay Grade: O MINIMUM MAXIMUM Step 2B \$91,505 Step 3B \$95,221
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APPROVED BY

A handwritten signature in cursive script that reads "Mary A.Y. Okada".

Mary A.Y. Okada, Ed.D.

President

GCC is an equal opportunity provider and employer.

GUAMCOMMUNITYCOLLEGE

Email: hrjobs@guamcc.edu | Phone: (671) 735-5537 | www.guamcc.edu

PO Box 23069 GMF, Barrigada, GU 96921



HUMAN RESOURCES OFFICE

ANNOUNCEMENT

**THE FOLLOWING JOB ANNOUNCEMENT CLOSING DATE IS
HEREBY AMENDED:**

POSITION TITLE: Chief Information Technology Officer JA003-24	CLOSING DATE: Continuous Until Filled
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APPROVED BY

Mary A.Y. Okada, Ed.D.
or **President**



JOB ANNOUNCEMENT "OPEN COMPETITIVE"

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: CHIEF INFORMATION TECHNOLOGY OFFICER	ANNOUNCEMENT NUMBER: JA#003-24 POSITION STATUS: Permanent/Full-Time				
SALARY: Pay Grade: N <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><u>MINIMUM</u></td> <td style="text-align: center; border: none;"><u>MAXIMUM</u></td> </tr> <tr> <td style="text-align: center; border: none;">Step 3C \$78,779</td> <td style="text-align: center; border: none;">Step 4C \$81,978</td> </tr> </table>	<u>MINIMUM</u>	<u>MAXIMUM</u>	Step 3C \$78,779	Step 4C \$81,978	OPENING DATE: <p style="text-align: center; font-size: 1.2em;">January 17, 2024</p>
<u>MINIMUM</u>	<u>MAXIMUM</u>				
Step 3C \$78,779	Step 4C \$81,978				
DIVISION: <p style="text-align: center;">Finance and Administration</p> MANAGEMENT INFORMATION SYSTEMS	CLOSING DATE: <p style="text-align: center; font-size: 1.2em;">January 31, 2024</p> <p style="text-align: center; font-size: 0.8em;">5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>				

MINIMUM EXPERIENCE AND TRAINING:

- a) Master's degree in Information Technology, Computer Science, or related field, plus two (2) years of information technology or computer networking work experience, and Professional Certification in Information Technology or Computer Science; or
- b) Bachelor's degree in Information Technology, Computer Science, or related field, plus four (4) years of information technology or computer networking work experience, and Professional Certification in Information Technology or Computer Science

NATURE OF WORK IN THIS CLASS:

This is a complex and responsible professional work in information technology application systems in a higher education work environment.

The Chief Information Technology Officer (CITO) manages, directs, plans, coordinates and designs the College's information technology (IT) related services. Works closely with Management to identify, recommend, develop, implement and support cost effective technology solutions for the College. Oversees the development/update and maintenance of a secure infrastructure to meet users' needs; ensures a high level of customer satisfaction; creates and takes advantage of efficiencies in operations; and supports innovation.

Reports to the Vice President for Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK:

(Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed.)

Develop, establish, and acquire IT initiatives, implement IT projects, and measure the return on investment and benefits realization through the entire life cycle of the investment/project.

Develop and lead the implementation of a highly effective IT strategy in support of the College's mission and strategic goals, and in partnership with leadership and campus stakeholders.

Develop an enterprise technology and information management strategy in collaboration with management.

Develop and monitor compliance regarding IT policies and procedures as well as operating and service standards.

Develop systems technology solutions for complex business problems that require ingenuity and innovation.

Develop consistent quality standards for vendors and manage vendor performance to ensure consistency with quality and contract standards.

Develop and implement departmental standard operating procedures and policies.

Improve IT controls and procedures, prioritize and manage risks, establish objectives and measure results, implement policies, guidelines and regulatory framework.

Manage and direct IT operations and maintenance of client server applications both on campus and cloud-based systems and services.

Manage and oversee application support including end user technical support services and desktop workstation activities and mobile computing systems, printers, facsimile machines and presentation equipment. Support electronic mail services and related contract/equipment.

Provide leadership direction in the review of new software and hardware acquisitions.

Collaborate with stakeholders to provide innovative technological approaches to advance the College's mission.

Ensure security of information assets.

Stay current in new technologies and platforms. Prepares and maintains records and reports.

Manage IT budget and major expenditures for the College. Manage IT assets and financials and optimize services provided with acceptable cost of ownership for all technology departments. Develop and manage financial aspects of the IT department, including purchasing, budgeting, and budget reviews.

Serve as a liaison between industry groups, associations, and local service organizations concerning matters related to IT.

Manage and oversee the supervision of personnel, including training and employee development.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques of information technology such as information systems planning, database design, programming and systems implementation.

Knowledge of computer systems design, programming and operations.

Knowledge of computer hardware and software systems planning and technical support functions.

Knowledge of enterprise computer networking technologies and telecommunications systems and development.

Knowledge of organization, management, control of complex computer equipment and data processing facilities.

Ability to perform a broad range of supervisory responsibility over others.

Ability to relate complexities to individuals by presenting ideas in business-friendly and user-friendly language.

Ability to think critically and strategically.

Ability to be persuasive and professional in verbal and written communications with multiple constituencies including employees and other stakeholders.

Ability to work effectively with the public and employees and effectively prioritize and execute tasks in a high-pressure environment.

Ability to provide management direction in an environment of change and willingness to make difficult and challenging decisions.

Ability to provide clear expectations and direction.

Ability to conduct and direct research into IT issues and products as required.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112/2113, Student Services & Administration Building, email us at hr@guamcc.edu or call (671) 735-5537.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY

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