EMLOYMENT OPPORTUNITY

Position Title: CHIEF INFORMATION OFFICER
Employment Status: Full Time 12 months (Career Service)

General Description:
The Chief Information Officer (CIO) reports to the Vice President of Administration and Finance. The CIO provides leadership in formulating of policies and plans in the development and management of ICT for the College. The duties and responsibilities of the CIO include, but are not limited to the strategizing, planning, coordinating and implementing of information communication technology systems, encompassing all computer and telecommunication related functions.

Responsibilities and Duties:
• Provides institution-wide leadership and policy direction in the management and operation of shared information services across ASCC.
• Leads, guides, and oversees the institutional information technology budgeting process and provides leadership in cost and productivity analysis.
• Leads the process of determining the priorities, projects, and future directions of the College’s IT functions.
• Provides direction and leadership in the review of the present IT systems and methods, and in the formulation of new and revised systems.
• Leads the planning and development of the College’s strategies for generating resources and/or revenues for information technology. This includes grant writing for new systems and operation projects.
• Leads and coordinates the development and implementation of integrated, strategic MIS policies for the College.
• Manages the MIS department and supervises MIS staff in their servicing, training, equipment trouble-shooting, documentation and other daily system support duties, and Chairs the instructional part of the Division.
• Manages and leads multiple ongoing information and communication systems and projects, including but not limited to the ICT training program and the Technology Business Incubation Center.
• Participates in policy and decision making at the ASCC network level pertaining to resource allocation and the future direction and control of proposed information systems.
• Prepares Monthly Reports, Quarterly Reports and Annual Reports on the MIS Division for internal and external users.
• Performs miscellaneous job-related duties as assigned by the Vice President of Administration and Finance.

Minimum Qualifications:
• Master’s Degree in Management Information or related field.
• Must have at least three (3) to five (5) years of experience directly related to the duties and responsibilities.
• Knowledge and understanding of the current and developing strategic information requirements of the College.
• Ability to foster a cooperative work environment.
• Strong interpersonal and communication skills, and ability to work effectively with a wide range of constituencies in the community.
• Strong strategic planning and leadership skills.
• Ability to identify alternative funding and revenue sources.
• Knowledge of financial and business techniques for identification of equipment and other potential resources.
• Knowledge and understanding of the academic and administrative functions of the College.
• Advanced knowledge and understanding of the information technology environment in the community and off-island.
• Skills in organizing resources and establishing priorities.
• Organizational planning and developmental skills.
• Ability to provide strategic guidance and counsel to the stakeholders of the College in the assessment and development of existing and proposed systems.
• Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology.

Salary: GS-17/15-19: $ 45,044.00 - $ 49,724.00 per annum.
Application Deadline: Until position is filled.
Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 401/429/428 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or Lipena Samuelu at l.samuelu@amsamoa.edu.

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