



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF INFORMATION TECHNOLOGY

March 20, 2019

- POSITION TITLE:** Chief Information Officer (Program Manager Senior III)
- POSITION NUMBER:** 039476 JobAps#19-005484-0004
- SALARY:** State Salary Grade 25
Annual Salary Range: \$80,568 - \$129,354
DBM salary guidelines apply for current State employees.
- LOCATION:** 200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a professional position serving as the Chief Information Officer (CIO) for the Maryland State Department of Education responsible for providing strategy, leadership, and direction of MSDE's information technology resources and policies.
- DUTIES AND RESPONSIBILITIES:** Provides leadership and direction in the development of long-range information technology (IT) initiatives and plans that are aligned with the Department of Education's Strategic Plan and that are consistent with Statewide directives and initiatives; collaborates with executive staff to assess technology requirements, provide direction on technology issues, and allocate resources necessary to accomplish objectives; manages IT staff and provides guidance for working toward goals and objectives and resolving problems through encouraging teamwork and innovation; provides oversight of MSDE's portfolio of IT projects and initiatives; provides technical assistance to local school systems as they continue to integrate IT into instruction and assessments.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or 36 post baccalaureate credit hours of coursework in Computer Information Technology, Management Information Systems, Computer Science, a combination of Business and Information systems or a related field.
EXPERIENCE: Six (6) years of professional experience with managing, designing, developing, implementing, maintaining and controlling information technology systems for multipurpose, multi-tasking operations. Three (3) years of the required experience must have included direct supervision of other professional employees.
Note: Two (2) additional years of experience as defined above can be substituted for a Master's Degree.
- ESSENTIAL REQUIREMENTS:** Knowledge of the principles and practices of information technology systems management; knowledge of technical changes, trends in the IT field and IT product life cycles; knowledge of a wide range of software, applications and security; skill in strategic planning, budgeting, staffing, supervision and management; skill in managing multiple tasks and interpreting, summarizing and presenting information; skill in directing projects, managing staff and analyzing and formulating feasible recommendations regarding technology solutions; ability to communicate effectively with executive level staff, a variety of customers, and vendor representatives; ability to develop and prepare technical specifications; ability to exercise initiative and sound judgment in making decisions.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Chief Information Officer (Program Manager Senior III) within the Office of Information Technology # 039476, Jobaps # 19-005484-0004**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure for all employees who have access to data systems. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration, please submit your application materials by close of business, April 5, 2019. Open until Filled.