

Chief Technology Officer  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257338>

Downloaded On: Jun. 15, 2025 11:19pm

Posted May 23, 2025, set to expire Jul. 11, 2025

<b>Job Title</b>	Chief Technology Officer
<b>Department</b>	
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	May 23, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Sciences - Computer Science Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6245836">https://apptrkr.com/6245836</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Chief Technology Officer**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

**Chief Technology Officer  
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The Chief Technology Officer reports to the Vice President of Finance, Government Affairs & Information Technology and is responsible for providing vision, leadership, planning and coordination for the development and maintenance of the College's Information technologies and systems.

The Chief Technology Officer will work collaboratively to complete the tasks listed below in compliance with all national, state and local rules, laws and procedures.

**Specific Responsibilities:**

- Hire, supervise, support, train and evaluate team managers in areas that support user and system computing support; enterprise solutions analysis, design, development, programming and maintenance.
- Oversee the efforts:
  - in planning, purchasing, implementing and managing IT infrastructures that assist and enhance academic and administrative systems.
  - In the training and use of academic and administrative IT systems.
  - that ensure the Integrity and security of networks, servers, applications and computing systems.
  - that implements appropriate technologies within the college, and the Nevada System of Higher Education (NSHE).
  - that guide the work of campus technology planning committees to update, implement, and maintain an integrated technology and an information plan.
  - to develop and manage the operating budgets of the program to ensure both effective support and oversight of information technology investments in conjunction with college-wide planning processes.
  - that apply appropriate laws, regulations and requirements that govern the college's use of information technology.
  - to meet the goal of maintaining continuity of service by ensuring that the company's technology infrastructure is resilient, secure, and scalable to support uninterrupted operations.
- Act as a liaison with NSHE staff and auditors as assigned
- Represent the college at state meetings as assigned
- Assume responsibilities for other duties as assigned

**Minimum Qualifications:**

- A Master's degree in information technology or related field plus a minimum of five (5) years of

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progressively responsible experience in information technology, of which three (3) years must have been in a supervisory/management capacity.

**-OR-**

- A Bachelor's degree in information technology or related field plus a minimum of seven (7) years of progressively responsible experience in information technology, of which three (3) years must have been in a supervisory/management capacity.

**-OR-**

- A minimum of eleven (11) years of progressively responsible experience in information technology, of which three (3) years must have been in a supervisory/management capacity

**Departmental Administration**

- Administer the operations of the Information Technology Department
- Oversee the direction, management and integrity of the college's datasystems, communications systems, phone and video networks, applications, software, hardware and media services.
- Recommend, develop, and administer information technology policies and procedures to support the college's short- and long-term information technology needs essential to quality instruction, research, public service and administrative processes.
- Develop, manage and monitor departmental operating and capital project budgets as it relates to IT resources. Develop budgetary proposals that are consistent with the College Strategic Plan and technology standards for networking infrastructure, systems, telecommunications and applications development. Consult with College administration and faculty in the development and implementation of budget and grant proposals.
- Develop and manage information technology fee schedules.
- Serve as liaison to the NSHE SCS, other higher education institutions, governmental state agencies, and professional organizations.
- Support accreditation efforts of college and manage IT functions in accordance with accreditation requirements.
- Advise on technology-related issues and decisions through service on various campus committees and additional technology and business-related workgroups and projects.
- Establish cooperative relationships with other departments and constituencies.

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## **Planning and Evaluation**

- Participate in and contribute to the College Strategic Planning Process.
- Proactively and collaboratively provide strategic and operational support to the IT portion of the campus' Learning Management, Portal and Content Management systems.
- Prepare annual plans for the Information Technology department identifying goals, operational objectives, priorities, strategic approach, and budget requirements.
- Manage and integrate the multiple technology projects to provide a strategic direction for the information technology department.
- Serve as a lead and facilitate the College's technology committees.
- Ensure accountability for overall implementation of plans and strategies, and evaluate IT services and progress on strategic plans and goals.
- Develop and maintain maintenance plan for all IT systems and components.
- Develop and maintain replacement plan for all IT software and hardware.
- With input from college administration and campus constituencies, ensure the management and prioritization of the development of applications and databases.
- Consult with other college administrators, translating individual department needs, instructional division goals and College mission into technologically specific plans.
- Communicate with senior management to help define technology support required for major program initiatives.

## **Technical**

- Ensure effective and appropriate use of IT resources throughout the College.
- Independently manage highly complex IT projects and initiatives.
- Define, prioritize, schedule, and monitor multiple IT projects, developing and maintaining comprehensive project plans/schedules.
- Ensure technological currency and effective use of information technologies among college employees by developing and coordinating comprehensive in-service training and support programs.
- Provide senior management with accurate and complete information on IT project status and priorities.
- Orchestrate the negotiation and implementation of support contracts, licenses, maintenance agreements and upgrades for the campus data network, telecommunications network and all associated systems.
- Develop a comprehensive security program to protect information integrity. In conjunction with the IT Security Officer, implement a security awareness program to assure campus security

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standards are known and implemented.

### **Supervision**

- Complete hires for approved department positions within college policy and procedure;
- Complete a thorough department orientation for new hires;
- Assign employee work hours, job responsibilities and as necessary specific job tasks;
- Arrange for job-specific employee training as appropriate;
- Appropriately delegate tasks;
- Create and maintain a job description for each employee within the department;
- Complete performance evaluations annually, and on schedule;
- Assist employees in developing relevant and feasible professional development plans and goals;
- Provide performance/coaching counseling as necessary to maximize performance;
- Provide for appropriate discipline as necessary;
- Adhere to all policy, law, and any applicable Collective Bargaining Agreement(s) regarding employee working conditions.
- Effectively manage employee relations within the department, including facilitation of conflict resolution and the handling of formal or informal grievances as necessary;
- Maintain a working knowledge of policy basics such as overtime rules, leave policies, payroll procedures, etc.
- Provide employees with clear and effective guidance on work priorities and workplace issues;
- Troubleshoot workplace issues that interfere with employee productivity;
- Include employees in department decision-making as appropriate.

### **Required Skills**

- Strong analytical, leadership and managerial ability Including experience in, budget planning and development, cost/benefit analysis, and project management required.
- Must possess mature judgment and discretion, especially with respect to confidential matters. Must possess strong ability to lead a team, build consensus, and collaborate with diverse groups.
- Must be flexible, organized, and capable of performing multiple tasks and comfortable working under deadlines.

### **Salary and Benefits Information**

Salary: \$135,821 - \$169,776, initial salary placement will be dependent on education level and years of

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experience

### Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

### Exempt

Yes

### Full-Time Equivalent

100.0%

### Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**In order to be given full consideration all of the following must be attached to your application.**

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**1) Resume/CV**

**2) Cover Letter**

**3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.**

**Posting Close Date**

06/21/2025

**Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Chief-Technology-Officer\\_R0147498](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Chief-Technology-Officer_R0147498)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevada's growing economy, TMCC is located near the beautiful Sierra*

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*Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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