

## Chief Technology Officer Job Description

<b>Job Title</b> – Chief Technology Officer	<b>Reports to:</b> Chief Operating Officer	
<b>Job Code-</b>	<b>Overtime Status:</b> <b>XX Exempt (not eligible)_ Non-Exempt(eligible)</b>	
<b>Department</b> – Information Technology	<b>Prepared by:</b>	<b>Date:</b>
<b>Facility -</b>	<b>Approved by:</b>	<b>Date:</b>
<p><b>Job Summary</b>            The incumbent will be responsible for the Information Technology (IT) systems in the hospital. The incumbent provides leadership, direction, coordination, and administration to the IT staff. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of <b>XXX</b> Hospital, and fully supports the mission, vision, and values of <b>XXX</b> Hospital. The incumbent will have knowledge of health care IT systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>• Network Administrator</li> <li>• Systems Specialist</li> <li>• Developmental Support Specialist</li> <li>• Medical Records Technician</li> </ul>		
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Develops health care technology systems to minimize costs</li> <li>• Streamlines tasks with use of technology while providing cutting edge patient services</li> <li>• Creates training timeline for staff on new software and hardware technology</li> <li>• Institutes electronic medical records process throughout the organization</li> <li>• Maintains current software licenses</li> <li>• Completes and delivers yearly performance reviews of IT staff</li> </ul>		
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attends senior management meetings</li> <li>• Attends staff meetings</li> </ul>		
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in Computer Science</li> <li>• Additional Microsoft certifications preferred, PMP, MCSE, A+, CCNA, MCP, Network+, CISSP, MCSA, ITIL, or Security+</li> </ul>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Required - 5 years</b> experience in software development, with 3 years in senior leadership position</li> <li>• <b>Preferred - 7 years</b> experience in software development, with 5 years in senior leadership position in health care environment</li> </ul>		
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, Project and Access</li> <li>• Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>		
<p><b>Contacts</b></p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients, providers, vendors, community agencies, and advocates and regulatory agencies</p>		
<p><b>Physical, Mental Demands/Working Environment</b>  <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Chief Technology Officer Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit			X		
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
	Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
	Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
	More than 100 pounds				
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory		X
	Concentration	X	Patience		X
	Conceptualization	X	Problem Solving		X
	Influence People	X	Relate to Others		X
Working Environment	YES		YES		
	Indoor	X	Loud Noise		
	Outdoor		Fumes		
	High Temperatures		Confined Areas		X
	Low Temperatures		Radiation Area		

List any other physical requirements: [type here]

**Disclaimer**

**NAME OF HOSPITAL GOES HERE** does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

\_\_\_\_\_  
Employee-Print Name and Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor-Print Name and Date

\_\_\_\_\_  
Supervisor Signature