



POSTING
12-0026

January 17, 2012

Administration
Chief Information Officer
Lexington

Eliot Community Human Services is seeking a Chief Information Officer. This position will be based out of Lexington and oversee the entire Information Technology Department. Eliot is currently implementing electronic health records and human resource information systems throughout its extensive service network. This is an exciting opportunity to be part of a stable and growing human services agency.

Responsibilities:

- Oversee and be responsible for all aspects of the day-to-day operations of the IT department, including: Infrastructure, Telephony, Applications Support and Configuration/Maintenance, Reporting, Data Base Development and Support, Disaster Recovery, Data and IT equipment security, Mobile computing and accessibility, and IT Help Desk/Support.
- Direct daily operations of IT department including: resource assignments, workflow analysis; prioritization of projects and resources; development and monitoring of standards, policies and procedures; and setting and managing timelines.
- Participate as a member of Executive Management in the development of strategic and tactical plans for the organization

Schedule:

Monday-Friday 9:00am-5:00pm with on-call responsibilities

Qualifications:

Requires a Master's degree and a minimum of ten to fifteen years of senior leadership and management experience in the information technology field. Specific experience working in the behavioral health/mental health or provider-based healthcare industry experience preferred. Excellent understanding of project management principles, with proven experience in strategic technology planning, development and execution. Knowledge of business and management principles, processes, budgeting and operations. In-depth knowledge of applicable laws and regulations as they relate to technology. Extensive experience in technology environments, including: voice and data communications, networks, programming, media, hardware platforms, desktop and server operating systems, enterprise software applications, and utilities including email, clinical/electronic medical record, financial and human resources applications. Technical experience with systems networking, diagnostics, data security and other management and maintenance applications as required. Demonstrated ability to assess, prioritize and implement solutions for automation and information technology needs, including a solid understanding of emerging technologies to ensure the IT infrastructure reflect industry best practices. Ability to effectively supervise and manage staff, including performance assessments and training plans.

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