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JOB ANNOUNCEMENT #077691

OPEN UNTIL FILLED

**STATE RETIREMENT AGENCY OF MARYLAND
CHIEF INFORMATION SYSTEMS OFFICER**

(PROGRAM MANAGER SENIOR III)

SALARY RANGE \$71,902 - \$115,442 effective July 1, 2007

The Maryland State Retirement Agency (SRA), Information Systems Division (ISD), is seeking an exceptional individual to serve as Chief Information Systems Officer (CISO). This leadership position serves as the senior manager responsible for the direction, control, development, implementation and execution of SRA's information systems, which supports the goals to effectively meet the needs of over 300,000 retirement system members and retirees, and participating employers (currently over 175). In this role, the CISO assigns priorities and allocates information systems personnel, budget, and equipment to meet the information systems needs of the Agency.

This position must have in-depth knowledge of information technology, exceptional interpersonal and communication skills and the ability for independent thinking necessary to develop and maintain a strategic plan for information systems development and operation.

Currently agency data processing functionality includes but is not limited to administering 12 different pension and retirement plans, disbursing complex benefit payments and maintaining member payroll information. Additional responsibilities include the critical areas of software development and configuration management, production control, security, help desk, operations, disaster recovery, network and desktop support and maintenance

of current system technical architecture. Expert data processing and industry knowledge is required to provide the executive direction of these critical areas.

This position reports to the Board of Trustees and the Executive Director and provides critical assistance in ensuring that the agency's information technology (IT) assets are effectively and efficiently aligned with the department's strategic mission needs. He/she participates in leading the agency in a visionary, collaborative, and stakeholder-focused manner to leverage IT resources in order to improve business processes in accomplishing the agency mission.

This individual would be responsible for accomplishing the favorable completion of the major ISD initiatives by addressing a coordinated interaction between the directors, senior project managers, senior executives, contractors, vendors and the user community.

The CISO would also oversee the development and implementation of policies for the operation of information systems within SRA in providing strategic direction and planning for information technology and telecommunication for SRA in support of its mission and business requirements.

This individual would make specific recommendations to the Executive Director with regard to corrective action when projects fall behind schedule, changes to vendor contracts, reallocation of resources, impact statements and the most advantageous courses of action to improve performance levels.

Additional pertinent duties of interest would include but are not be limited to:

- Maintains project status reporting, strategic planning and problem resolution
- Provides supervision and information, resolves performance and budgetary concerns
- Senior level supervision and project management oversight
- Oversees master plan presentations and committee involvement
- Contract negotiations, fact finding reviews and analysis of best practices

- Plans, coordinates, assigns, reviews and evaluates the work of subordinate managers
- Submits required legislative reports for Executive Director's approval;
- Recommends organizational structure and staffing needs
- Establishes overall policies and procedures for the agency's programs, which may include their implementation and the approval of major revisions
- Establishes program goals, standards and controls to meet agency objectives
- Develops, implements and manages short and long-range plans for program operations and resources
- Oversees the training and development of program staff
- Represents the agency before federal, state and local officials

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree is required in Computer Information Technology, Management Information Systems, Business Administration and Management, Economics or other business or information technology related field. This degree must be obtained from an accredited four (4) year college or university. It is preferred that the applicant also possess a Master's Degree in the related fields of study listed.

Preferred Experience: A minimum of eight years of professional experience in information technology, project management and information systems or a combination thereof.

Selection Process: Applications will be evaluated based on the materials submitted in relation to the above position requirements and essential functions. Therefore, it is important to provide complete and accurate information. You must include a completed State of Maryland application (MS100 Form, visit www.dbm.maryland.gov, under job seekers) and a resume that clearly details your experience relative to the requirements of this position. You may also include any other information or materials that demonstrate that you possess the necessary knowledge, skills and abilities needed.

This is a management service position that serves at the pleasure of the Board of Trustees and the Executive Director. It offers excellent benefits, an office in downtown Baltimore, and a reserved parking space. Send cover letter and resume along with current salary and a salary history to Maryland State Retirement Agency, Announcement #077691, Human Resources Division, 120 E. Baltimore Street, Baltimore, Maryland 21202 or careers@sra.md.us

Equal Opportunity Employer