Chief Information Officer - (230007AL)

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents. Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

EOHLC is seeking to hire a Chief Information Officer (CIO) to join the EOHLC IT Team. This individual will be responsible for the overall execution management, development, and procurement of Information Technology (IT) strategies, services and operations which enable the enterprise to achieve its goals and objectives in an increasingly dynamic and changing business landscape and complex regulatory environment. The Chief Information Officer works directly with the Executive Office of Technology Services and Security (EOTSS) as the Secretariat Liaison between EOTSS and EOHLC. EOHLC IT functions as a centralized shared service department led by EOTSS that centralizes IT infrastructure across the Executive departments, reviewing and updating policies and procedures governing state cyber security, digital platforms, and data management.

The primary work location for this role will be at 100 Cambridge Street, Boston, Massachusetts 02114. The work schedule for this position is Monday thru Friday, 9:00AM to 5:00PM. This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days as needed. Occasional travel may be required. Schedules are subject to change based on the operational needs of the business.

Responsibilities include, but are not limited to:

Management:
- Develops, implements, and oversees the day-to-day operations of the EOHLC IT Office and its divisions/departments, insuring the EOHLC’s strategies conform with the policies set forth by EOTSS.

EOTSS Collaboration:
- Collaborates and coordinates with EOTSS on state-wide IT projects and initiatives to implement within EOHLC, providing advice to the Secretary, EOHLC divisions/departments and staff and the Governor’s Office as necessary.

Budget:
- Oversees all IT budget planning and expenditure monitoring activities, ensuring that EOHLC Administration & Finance staff is apprised of all major department IT costs.
- Reviews and signs off for final approval of all major IT and systems integration, procurement, and contract documents.

Support:
- Provides feedback and support for EOTSS Enterprise initiatives, including licensing, network, hybrid, and infrastructure solutions.
- Responds to correspondence received by the Secretary and Deputy Undersecretary relating to IT changes, licensure, etc.

Preferred Knowledge, Skills, & Abilities:
- Seven (7) years of effective IT Leadership and Management experience within a complex organization. Ten (10) plus years of experience is preferred.
- Ability to develop technology strategies, plan the acquisition of technology, and lead the development and enhancement of IT systems in compliance with architectural standards.
- Ability to research various IT solutions, understand future technology needs, make recommendations, and design and implement as appropriate.
- Proven track record of execution, implementation, and maintenance of IT strategic initiatives.
• Excellent organizational and analytical skills with the ability to establish and prioritize program goals and objectives across different agencies.
• Experience managing and overseeing IT budgets and spending plans.
• Knowledge of risk management principles and methodologies.
• Understanding and hands-on experience with all stages of the software development life cycle (SDLC).
• Knowledge of Agile and other methodologies and tools used for managing IT projects.
• Experience and training in project management tools and state-of-the-art management information systems.
• Knowledge of the capabilities and limitations of computer hardware and software on multiple processing platforms.
• Familiarity with database technologies used for research and outcomes analysis.
• Hands-on experience effectively using MS Office tools such as Visio, Word, Excel, and PowerPoint.
• Excellent verbal and written communication skills with the ability to communicate both technical and non-technical information to various levels within the organization.

Education and Certifications:
• Bachelor’s Degree in Computer Science, Information Systems, Business Administration or other related field, or equivalent work experience.

COMMENTS:
Please upload resume and cover letter.
Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division’s Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division’s Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.

PRE-OFFER PROCESS:
A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) seven (7) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least four (4) years must have been in a managerial capacity.

Comprehensive Benefits
When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin,
veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**Official Title:** Administrator X  
**Functional Title:** Chief Information Officer  
**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street  
**Job:** Administrative Services  
**Agency:** Executive Office of Housing and Livable Communities  
**Schedule:** Full-time  
**Shift:** Day  
**Job Posting:** Jun 28, 2023, 4:17:32 PM  
**Number of Openings:** 1  
**Salary:** $57,285.28 - $135,000.00 Yearly  
**Bargaining Unit:** M99-Managers (EXE)  
**Confidential:** No  
**Hybrid Work Eligible:** Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

**HOW TO APPLY:**  
Apply online at [https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230007AL](https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230007AL)