

**NOTICE OF VACANCY**  
**State of New Jersey**  
**Higher Education Student Assistance Authority**  
**Quakerbridge Plaza**  
**Trenton, NJ 08625**

**NOTE: EXTENDED CLOSING DATE**  
**(If you already applied for this position you do not need to reapply)**

**ISSUE DATE:** September 6, 2022      **CLOSING DATE FOR**  
**ACCEPTING RESUMES:** October 31, 2022

**TITLE:** Deputy Chief Information Officer (Unclassified)

**SALARY:** Commensurate with experience

**LOCATION:** Higher Education Student Assistance Authority (HESAA)  
Quakerbridge Plaza  
Trenton, NJ 08625

**DESCRIPTION:**

Under the supervision of the Chief Information Officer (CIO), the Deputy Chief Information Officer (DCIO) is responsible for the overall management of the Authority's Information Systems (IS) business unit, its interface with and support of other business units within the Authority, and the development of information systems that support the agency's growth. Through collaboration with the CIO, the DCIO is responsible for the leadership, planning and management of all areas of IS including application development, infrastructure support, database management, security, and computer operations. The individual in this position is responsible for integrating and coordinating the development and implementation of IS projects throughout the Authority to achieve maximum efficiencies and synergies. As a member of executive management, the DCIO participates in planning for the Authority's growth, and coordinates the alignment of IS initiatives in support of HESAA business initiatives. The individual in this position is responsible for the development of IS strategic plans to identify applications to support business plans and create new strategic options. The DCIO provides direction and leadership in the review of current IS systems and methods, and in the formulation of new and revised systems. A primary function of this position is the identification and implementation of software and hardware solutions to ensure that IS capabilities are responsive to the needs of Authority's growth, changing business objectives, and opportunities for increasing operational efficiencies.

The DCIO plans and supervises IS staffing, development, and acquisition of hardware and software, to ensure compliance with State procurement policies and guidelines in support of the Authority's business plan. The DCIO directs the design, development and maintenance of systems programs and software to meet Authority needs. The individual in this position develops and monitors the IS budget to contribute to a cost effective operation; maintains knowledge of developments in systems and hardware technologies to ensure that up to date developments are incorporated in new initiatives; ensures the Authority's information systems adhere to policies

and procedures which meet State and Federal security requirements. The DCIO supports all Authority business units by addressing questions, evaluating needs, monitoring service, troubleshooting, encouraging IS education and understanding, and ensuring smooth conversions from manual processes to automated systems and from existing computer systems to more modern platforms. The DCIO works closely with the Chief Compliance Officer to ensure that HESAA complies with the requirements of the Federal Information Security Management Act (FISMA). The individual in this position must keep abreast of emerging programs, applications, and trends that could enhance the Authority's business operations.

This role may be eligible for the Telework Pilot Program (July 1, 2022 through June 30, 2023) consisting of up to two (2) days per calendar week after completing a four (4) month working test period following start date.

**REQUIREMENTS:**

**Education:** Bachelor's degree required; Master's degree preferred.

**Required Experience:** Six years of comprehensive IS management and planning experience with direct supervision of staff, and experience in the analysis and development of management information systems with responsibility for coordination, planning and implementation. Experience in all phases of systems development life cycle, process management, design, development and implementation of web-based business applications. The successful candidate will have comprehensive knowledge of information systems, including capabilities and operating characteristics of major hardware and software components, as well as thorough knowledge of project analysis, development and management techniques. Proven leadership skills in planning, management, as well as excellent interpersonal and communication abilities essential. Knowledge and experience with FISMA and security best practices, along with experience in a government agency, is preferred but not required.

**Residency Requirement:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act,:" which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

**INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) AND RESUME TO [HR@HESAA.ORG](mailto:HR@HESAA.ORG)**