The Position: Chief Technology Officer

Reports To: Chief Operating Officer/Chief Financial Officer

Core Technical Competencies:
- IP Infrastructure
- Efficient Multiplatform Workflow
- Familiarity with Mobile and Emerging Platforms
- Familiarity with Legacy Radio Systems
- Familiarity with broadcast operations systems
- Familiarity with AOIP technologies
- Familiarity with FCC regulations
- Disaster Recovery & Business Continuity

Position Responsibilities:

Technical Infrastructure, Planning & Operations
- Develop and implement a sustainable technology planning process at CapRadio
  - Develop strategies to ensure CapRadio’s business goals and technology capabilities for the future.
  - Work directly with the COO/CFO and the CapRadio Senior staff to structure and prepare planning strategies and documents for the organization.
  - Communicate strategies, policies and practices on technology matters to internal stakeholders, external collaborators, and 3rd party consultants.
- Provide effective leadership of CapRadio’s Broadcast Engineering and Operations, IT and Web Management departments. Maintain a work environment that fosters mutual respect and promotes high performing teamwork.
  - Evaluate and organize the staff to ensure that there is appropriate technology systems and infrastructure support enterprise wide and for each division within the CapRadio organization.
- Oversees the technical facilities and the ongoing maintenance of all IT, broadcast, and digital platforms.
- Champions the station wide use of CRM and acts as the primary gatekeeper and resource adviser on the value and effectiveness of the station’s CRM system.
- Implement enterprise wide procurement practices with significant client/vendors for all hardware and software.
- Develop standards and practices and oversee business continuity and recovery systems for natural disasters, political uncertainty and any other unforeseen events that could affect operations.
- Work collaboratively with other departments across CapRadio, and with other constituencies, as appropriate, to ensure a high level of communication, understanding, and customer satisfaction for technology projects.
- Balance risk against capital and operating expenses while managing department and capital budgets and equipment grant applications.
• Other duties as assigned.

**Strategic Advisor:** In a dynamic environment looking to grow, work with the management team to develop and implement CapRadio’s strategic vision:

- Serve as a strategic technology advisor to senior leadership, providing analytical frameworks and business judgment necessary to evaluate key decisions and initiatives such as trends in IT, web, digital audio and video production/distribution.
- Achieve trusted-advisor status with the senior leaders.
-Expose colleagues to rigorous and comprehensive technology systems and resource management techniques.

**Team Leader:** In an organization seeking ways to better service and support its expanding network of constituencies, proven management experience with a diverse group of business stakeholders – demonstrated ability to listen to multiple opinions, and motivate compliance with strategic technology decisions.

- “Helicopter” from big picture, strategic issues to more granular levels of detail as needed.
- Work side-by-side with the Digital Media, Operations, and Content departments to mentor and help address specific projects needing top level attention.
- Develop and maintain qualified, diverse staff through appropriate hiring, staff development and training, and effective, timely performance feedback.
- Foster and sustain a collaborative relationship based on mutual respect across the organization and advocate for a stronger sense of team work and partnership.
- Implement sustainable cultural and organizational change in a sensitive way, effectively socializing new approaches and initiatives.
- Convey a passion for CapRadio’s public service mission and project values of collegiality, transparency and integrity.
- Ensure that staff provides responsive service on a 24/7 industry standard high reliability basis.