

# Sample Description for Chief Information Accessibility Officer

## Job Description

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The Chief Information Accessibility Officer (CIAO):

- Convenes the Technology Advisory Board;
- Is the point person and champion for accessibility implementation within state government;
- Makes recommendations on legislation;
- Identifies, drafts, implements policy needed to meet accessibility standards;
- Identifies ways to integrate accessibility into current or new State processes;
- Is an ex officio member of governance groups ensuring that
- accessibility is appropriately considered;
- Works with the IT program to include accessibility standards in the new consolidated environment;
- Initiates and oversees an accessibility implementation program;
- Works with the appropriate enterprise and agency leadership to communicate the reasons for accessibility, and provide cost effective training across state government;
- Oversees accessibility content on web page;
- Stays current with changes to Section 508 and WCAG and trends in accessibility;
- Makes presentations on accessibility and the State's accessibility implementation program to a wide variety of audiences. - Initiates and oversees an accessibility implementation program
- Using best practices for program documentation;
- Identifies, measures, and reports on progress and benefits achieved by the program;
- Manages the budget provided by the legislature;
- Creates and implements an accessibility communication plan;
- Status reporting, including annual report to the legislature.

## Minimum Qualifications

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This position requires all of the following:

### KNOWLEDGE OF

- Section 508 and WCAG 2.0 Accessibility standards;
- Change management principles and methodologies;
- Public sector procurement processes;
- Familiar with all aspects of IT including hardware, software, web and application methodologies, and service delivery processes.

## **SKILL/ABILITY**

- Excellent verbal and written communication;
- Demonstrated leadership skills;
- Ability to relate to a wide spectrum of stakeholders;
- Ability to interpret and apply technology accessibility standards to specific technical and business requirements.

## **EXPERIENCE**

- Program and/or project management experience;
- Business analysis OR development experience in an application/web development environment.

## **EDUCATION**

- Bachelor's degree required
- Master's degree preferred

## **Preferred Qualifications:**

- Policy and legislative experience.