



## Chief Technology Officer

**Employer:** National Energy Management Institute Committee ("NEMIC")

**Position Title:** Chief Technology Officer

**Reports to:** NEMIC Administrator

**Position Overview:** The Chief Technology Officer (CTO) identifies new technologies, market developments and trends that will affect skill sets of technicians and contractors. The CTO is responsible for the accuracy of technical information disseminated by NEMIC's staff.

### **Duties and Responsibilities:**

- Oversees the technical aspects of NEMIC activities.
- Oversees the development of technical publications and policies of certification programs
- Identifies changes in technology with the potential to impact the industry
- Contributes technical expertise in the development and maintenance of the certification schemes and programs of the International Certification Board (ICB)
- Coordinates delivery and develops documents required for ANSI
- Develops and maintains updates to the ICB certification manual
- Prepares analysis and communication documents
- Reviews technical papers, reports and marketing materials and prepares reports on same
- Represents NEMIC on committees in industry-related organizations
- Oversees the technical aspects of research performed by NEMIC
- Represents NEMIC on technical issues relating to funding proposals and grants
- Oversees the technical content of seminars and conferences presented by NEMIC
- Represents NEMIC at industry tradeshow
- Participates as a voting member of the ICB Technical Committee.
- Participates in conferences, seminars and forums to expand and maintain professional knowledge
- Performs other duties and responsibilities as assigned by the NEMIC Administrator



**Other:** This is a full-time position. Exempt, at will employee. Compensation and benefits are set by the Trustees of NEMIC. The person holding this position is subject to the employee policies and procedures of NEMIC. Nothing in this position description creates any contractual or other relationship that is inconsistent with the employee policies and procedures of NEMIC. This position description is subject to change by NEMIC.

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