

Join the Leadership Team at Arrowhead Regional Medical Center



ASSOCIATE HOSPITAL ADMINISTRATOR & CHIEF INFORMATION AND DIGITAL TRANSFORMATION OFFICER

Up to \$223,761 DOQ plus Excellent Comprehensive Benefits Plan

EXCEPTIONAL OPPORTUNITY FOR A VISIONARY LEADER IN HEALTHCARE TECHNOLOGY AND DIGITAL TRANSFORMATION

Arrowhead Regional Medical Center (ARMC), a progressive, 456-bed university-affiliated teaching hospital, is seeking a visionary and strategic leader to serve as its Associate Hospital Administrator & Chief Information and Digital Transformation Officer (CIDTO). This executive-level role is an exciting opportunity to shape the hospital's digital future, leading innovative technology and informatics initiatives that directly enhance patient care and operational excellence.

As a member of the executive leadership team, the CIDTO will play a pivotal role in creating a unified, data-driven, and digitally transformed healthcare environment. This newly established role reflects ARMC's commitment to leveraging modern technology and informatics to deliver exceptional outcomes in a fast-evolving digital healthcare landscape. **Step into a transformative executive role at ARMC and shape the future of digital health!**



For Priority Consideration, Apply by JULY 28, 2025.

Be a part of something big—apply today!

THE OPPORTUNITY

Transforming Care. Advancing Technology. Leading With Purpose.

This newly created executive role was established to meet the growing need for a unified, strategic approach to digital transformation and information management at Arrowhead Regional Medical Center (ARMC). As healthcare continues to evolve, ARMC recognized the importance of leveraging technology, data, and innovation to improve clinical outcomes, streamline operations, and enhance patient care. The Associate Hospital Administrator & Chief Information and Digital Transformation Officer will serve as the hospital's primary leader in this space, bringing together information management, clinical informatics, and project management under one centralized vision. This role was designed to provide focused, enterprise-level oversight of digital initiatives and to lead ARMC's journey into a more agile, data-driven future. The position reports directly to the ARMC Chief Executive Officer and collaborates closely with executive leadership, clinical teams, and the County Innovation and Technology Department.





KEY ROLES & RESPONSIBILITIES

Strategic Leadership

- Define and lead the digital and information management vision aligned with ARMC's mission and future growth.
- Lead the development and execution of IM/CI strategies that support operational excellence, clinical innovation, and patient-centered care.

Digital Transformation & Technology Operations

- Drive the digital transformation of hospital operations, leveraging emerging technologies and best practices.
- Promote agile, innovative, and scalable IM/CI environments across clinical and non-clinical areas.
- Lead the adoption of advanced data systems, analytics, and clinical informatics to improve outcomes.
- Provide direction for the development, implementation, and support of IT infrastructure and applications, including Epic EHR systems.
- Ensure cybersecurity, data privacy, disaster recovery, and business continuity strategies are in place and up to date.
- Guide technology enablement of new operating models and partnership initiatives.

Project Management & Process Improvement

- Oversee the newly created Project Management Office, applying lean principles to increase efficiency across the organization.
- Coordinate implementation of system-wide technology projects, ensuring alignment with hospital priorities.

Governance, Budget & Vendor Management

- Develop and manage the annual capital and operating budgets for IM/CI divisions.
- Establish policies, procedures, and standards for acquiring, implementing, and operating technology systems.
- Evaluate, negotiate, and manage vendor relationships and technology contracts.

Team Development & Organizational Culture

- Build and lead a high-performing team of IM/CI professionals through effective recruitment, mentorship, and training.
- Cultivate a collaborative, innovative, and service-oriented team culture.
- Ensure staff education, training, and compliance with current standards and technologies.

Stakeholder Engagement & Communication

- Foster strong relationships with clinical leadership, department heads, and external partners.
- Lead education and communication initiatives to align stakeholders on digital priorities and best practices.
- Represent ARMC in collaborative efforts with San Bernardino County Innovation and Technology Department and other key partners.

Performance & Compliance

- Establish and monitor performance standards for IM/CI operations.
- Continuously assess and improve services through evaluation metrics and feedback mechanisms.
- Stay current with industry trends, advising leadership on strategic risks and opportunities.

THE QUALIFICATIONS

MINIMUM REQUIREMENTS

- **Education:** Bachelor's degree in Information Technology, Public, Business, or Healthcare Administration, or closely related field; Master's highly preferred.
- **Experience:** Minimum three (3) years of progressively responsible leadership in Information Management or Clinical Informatics, preferably in a hospital or health system that included experience in strategic planning, innovation, cybersecurity, budgeting, and enterprise-level project management.
- **Highly Desired:** Expertise in Epic EHR systems and digital health platforms and Lean Management Certification.

An equivalent combination of relevant education, experience, and training that provides the necessary knowledge and skills may be considered.



CORE COMPETENCIES OF THE IDEAL CANDIDATE

- **Strategic Vision** – Ability to develop and execute long-term digital strategies aligned with organizational goals.
- **Healthcare Technology Expertise** – Deep understanding of healthcare IT systems, including Epic EHR, and their impact on clinical and operational performance.
- **Leadership & Influence** – Proven ability to lead cross-functional teams, influence executive stakeholders, and drive cultural change.
- **Project Management** – Skilled in managing complex, enterprise-level projects using lean and agile methodologies.
- **Innovation & Agility** – Forward-thinking mindset with the ability to adapt to emerging technologies and drive continuous improvement.
- **Cybersecurity & Risk Management** – Knowledge of information security best practices, compliance standards, and risk mitigation strategies.
- **Collaboration & Communication** – Excellent interpersonal and communication skills to engage clinical and operational partners effectively.

THE COMMUNITY

San Bernardino County offers the opportunity to serve a diverse and vibrant population of over 2.2 million residents across a vast county spanning more than 20,000 square miles. The County includes urban, suburban, and rural regions—each with unique healthcare needs and opportunities to make a lasting impact. Our hospital has the privilege of caring for a culturally rich and medically underserved population, contributing to efforts that promote health equity, access to care, and community wellness. It's a meaningful environment for those passionate about clinical excellence and public service.

Outside of work, San Bernardino County offers an **exceptional quality of life**. The region's unmatched natural beauty includes towering mountains, serene lakes, and stunning desert vistas. Residents enjoy year-round recreational activities—from skiing in Big Bear and hiking in the San Bernardino National Forest, to boating at Lake Arrowhead and exploring the Mojave National Preserve.

Whether you're seeking a rewarding medical career, a tight-knit community, or an outdoor lifestyle, San Bernardino County is a place where you can thrive—both professionally and personally.



ARMC

The Heart of a Healthy Community

Arrowhead Regional Medical Center (ARMC) is a 456-bed, university-affiliated teaching hospital operated by San Bernardino County and licensed by the California Department of Public Health. Located on a 70-acre campus in Colton, California, ARMC is a leading healthcare institution serving the Inland Empire. We are home to nationally recognized programs, including: the Edward G. Hirschman Regional Burn Center, the Dev A. GnanaDev Level I Trauma Center, a comprehensive stroke center, a behavioral health center, and five family health centers. The medical center also offers over 40 outpatient specialty services and plays a vital role in advancing community wellness and education.

As the primary teaching hospital for the California University of Science and Medicine (CUSM), ARMC is committed to training the next generation of healthcare leaders.

WHY CHOOSE ARMC?

- **Transformational Leadership** – Lead enterprise-wide digital and clinical informatics strategies that directly influence care delivery and operational efficiency.
- **Supportive Executive Team** – Collaborate with visionary leaders who value innovation, transformation, and results-driven strategy.
- **Epic Environment** – Work within a fully integrated Epic EHR environment with opportunities to optimize system performance and data utilization.
- **Public Sector Advantage** – Enjoy the stability, impact, and reach of serving one of the largest counties in the United States.
- **Resources to Innovate** – Leverage strong internal and external partnerships, including the San Bernardino County Innovation and Technology Department.

To learn more about ARMC & the County follow these links:
arrowheadregional.org & main.sbcounty.gov

COMPENSATION & BENEFITS

San Bernardino County offers a generous compensation package that includes a competitive salary within the designated 86C salary range and excellent benefits options.

Base Salary \$149,947.20 - \$215,155.20 Annually DOE/DOQ

The County also offers an alternative **Modified Benefit Option (MBO)**, that provides a wage differential of 4% above the base salary rate (**up to \$223,761 annually DOE/DOQ**) with a complementing modified leaves package and benefits.

Leaves



- 15 paid holidays (Includes one paid floating holiday with Traditional Benefits Package)
- 80 hours of administrative leave with cash out option
- Traditional Leaves Package with up to 160 hours of vacation accruals annually (based on service hours) with cash out option and paid sick leave with unlimited accrual
- Modified Benefits Package with up to 200 hours of Paid Time Off (PTO) accruals annually (based on service hours) with annual cash out option for up to 160 hours

Retirement



- County pension (www.sbcera.org) vested after five years of service
- Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans
- 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary
- 457(b) Deferred Compensation Plan with County contribution ½ times employee contribution, up to ½%
- Retirement Medical Trust (RMT) with County Contribution (based on service hours)

Health



- Medical and Dental Insurance for the employee and eligible family members with premium subsidies
- County paid Vision Insurance for the employee and eligible family members
- FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period

Other Benefits



- Flexible 9/80 and hybrid remote work schedule
- Tuition Loan Repayment up to \$10,000 for eligible loans
- County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment
- County paid short-term and long-term disability benefits

For detailed benefits information, go to: <https://hr.sbcounty.gov/employee-benefits/>

How to Apply

Qualified candidates are invited to apply online at www.sbcounty.gov/jobs or submit a detailed resume and cover letter to: ExecRecruit@hr.sbcounty.gov.

The most highly qualified candidates based on an evaluation of qualifications will be referred to the appointing authority for further consideration.

Recruitment will remain open until the position is filled.
Confidential inquiries are welcome.

Contact: Silvia Zayas  szayas@hr.sbcounty.gov;  909.387.5575



Human Resources
Executive Recruitment Services