

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Director, Information Technology

Job Code: 8400

Pay Grade: 77

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Plans, directs, and oversees management of the information technology, research, evaluation, statistics and planning functions of the Court. Responsibilities include management of automated information services and related budgets and reviewing, evaluating and making recommendations for the integration of information systems within the Pima County Courts.

ESSENTIAL FUNCTIONS:

- Plans, directs and oversees the management of the Information Technology and Research Division for the Juvenile Court.
- Plans, implements, and oversees the management of all automated information services of the Juvenile Court.
- Reviews, evaluates and makes recommendations for the integration of information systems within the Courts. Directs process re-engineering, database system strategy, data/information management, data integrity and quality control and statistical information processes.
- Develops policies and procedures, technical standards, methods and schedules.
- Oversees the strategic working relationship between Information Technology and other functions within the organization.
- Manages 7 X 24 infrastructure assets, including network services (voice and data), computing services, and change management.
- Analyzes complex administrative and statistical data and recommends, implements and evaluates programs and services.
- Coordinates and oversees the recruitment, selection, training, and development of the information and technology staff.
- Ensures employee goals are supportive of division goals and employees receive timely performance appraisals.
- Develops and directs the implementation of strategic and long-range plans, including division goals, objectives, policies, and procedures.
- Directs operational, systems, resources, and project studies.
- Develops and manages the Court's budget for information technology systems, equipment and associated resources and manages funds for these items including monitoring contract compliance.

- Participates in problem solving and makes decisions within scope of authority.
- Consults with division directors and managers on administrative problems and assists in developing and implementing improvements.
- Meets with other administrators, judges and officials and coordinates administrative activities with other Court, County or State departments, outside agencies, other jurisdictions, and the legislature.
- Conducts and participates in special administrative and operational studies or projects.
- Participates in court leadership meetings to discuss court goals and progress and issues that require the court's attention.
- Participates in countywide and statewide technical committees.
- Acts as technical liaison with the Administrative Office of the Courts.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the latest information technology applications, processes, software and equipment.
- Must have knowledge of principles, practices and techniques for managing cross-functional teams, research and planning systems and applications in a court environment.
- Must have knowledge of management and administrative responsibilities such as budgetary processes, goal setting, performance management, project management, planning, evaluation and delivering technical support services.
- Must have skill in analyzing complex administrative data, drawing logical conclusions and recommending solutions to administrative policies, procedures, and processes.
- Must have skills in synthesizing project information and establishing the appropriate scope of a project.
- Must have skills in technical planning of information technology projects, teambuilding, directing, supervising and evaluating staff.
- Must have skill in maintaining effective working relationships with others.
- Must have the ability to communicate effectively with a wide variety of employees, judges, judicial staff, court leadership and administration, vendors, and the general public.

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university with a major in computer science, management information systems, business, public or judicial administration or a closely related field and five years of professional level administrative experience, preferably in a court organization. Previous experience in a management position is also required. OR any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Juvenile Court Administrator/Director of Juvenile Court Services. This position performs duties under limited supervision and directs the professional, technical and administrative support staff of the Information Technology Division.

Date:

Revised: 11/19/04, 08/01/05, 10/26/07, 6/8/09