

DIRECTOR OF INFORMATION TECHNOLOGY

DEFINITION

Under the general direction of the Assistant Court Executive Officer, the Director of the Court Information Services Division will focus on technology planning; directing and prioritizing the work of the Information Services Division; coordinating and implementing state technology initiatives; and maximizing the use of technology in aligning and achieving the mission and operational goals for the Superior Court of California, County of San Luis Obispo.

TYPICAL TASKS

The Director will be responsible for staying conversant on new developments in the fields of data processing and communication technology; managing, mentoring, and developing subordinate staff; selecting, training and evaluating division staff; representing the court at meetings, conferences and facilitating the Management Information Systems Steering Committee; administering and assisting in the preparation of contracts providing for data processing and technology services; administering functions of the division including budget preparation, strategic planning, developing functional standards and technology policies; managing court automation projects and assuring documentation of all automated systems and applications; consulting with court division staff regarding plans for computer utilization, data processing equipment and communications systems; determining feasibility of proposed applications and evaluating new applications;

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of public administration with special reference to project management; automated equipment and applications; education and experience required for the management of multiple site PC-BASED network and system environments including software, LAN, WAN installation and maintenance; rules and regulations affecting communication systems operation; computer installation, testing operations and customer support; systems analysis of continuing and proposed automation processes; requirements for maximization of automated systems.

Ability to:

Listen, identify and articulate problems; recommend and document solutions; achieve a broad-based consensus in a multi-jurisdictional environment; apply strong management, organizational, communication, and interpersonal skills in dealing with complex processes in complex organizations; work effectively with clients, users, judicial officers and management; communicate effectively both orally and in writing and at all levels of understanding; understand highly complex information technology systems and issues; integrate information technology systems; direct and coordinate the work of a diversified technical staff; negotiate

complex software licensing and professional services agreements; conceptualize complex policy issues and actively contribute to the formulation of policy direction and implementation; prioritize the workload of your organization, communicate those priorities, clearly define expected scope and quality to work products; produce under pressure, respond with flexibility to changing program demands, and work as a productive team member; demonstrate creativity and willingness to utilize innovative approaches to meet the goals and objectives of the Superior Court, recognize the need for change, propose solutions, ensure that projects are implemented and demonstrate cost-benefit and measurable results.

EXPERIENCE/EDUCATION

Graduation from an accredited four-year college or university with a degree in business administration, computer science, mathematics, management information systems or a closely related field. Job-related experience may be substituted for the required education on a year-for-year basis. In addition, five years of increasingly responsible recent experience in the administration and management of data processing activities is required.