

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Assistant Director, Information Technology (Network Svcs)
Job Code: 8401
Pay Grade: 73
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Oversee the activities of a major section of the Information Technology Services Division. Coordinate the acquisition, installation, operation and maintenance activities related to information technology network and computer systems and services. Recommends standards and procedures, assigns work, provide technical support and direction to staff.

ESSENTIAL FUNCTIONS:

- Plans, directs and manages the daily activities of the Network and Systems Services Section of the Information Technology Services Division.
- Provides guidance and direction to staff, ensures staff has access to appropriate training and tools and are properly skilled to perform their assigned tasks.
- Ensures all aspects of assigned projects and tasks are achieved in a timely manner.
- Ensures all work requested and produced is properly documented.
- Develops and directs the implementation of goals, objectives, policies and procedures to support court wide information technology standards and development processes.
- Provides input to divisional short and long-range strategic planning processes, specifically in the area of network and computer system operations, capacity planning, security and database systems.
- Ensures proper coordination and communication with customers and internal staff to identify and resolve customer problems and concerns associated with supported software applications.
- Prepares technical specifications and Requests for Proposal for network components, computer server hardware, database systems, and associated support services.
- Plans performance goals with staff and ensures that each staff member receives annual performance appraisals.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Participates in court administrative and operational studies and projects.
- Serves as liaison with internal and external agencies on technical committees, which requires infrequent travel to the Administrative Office of the Courts in Phoenix.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of existing and emerging technology for network and computer system operations, security, testing, implementation and support.
- Must have knowledge of management and administrative responsibilities such as goal setting, performance management, project management, planning and delivering technical support services.

- Must have knowledge of strategic planning principles.
- Must possess skills with the operation of computer servers, operating systems, project management software, computer backup and recovery operations, network configuration and operation.
- Must have skills in managing a diverse set of technical professionals.
- Must have the ability to communicate effectively with a wide variety of superior court employees including judges, judicial staff, court leadership and administration, vendors, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree with a major in computer science, management information systems, business or public administration, management, or a related field and five years of experience in network operations, computer systems operation or similar responsibilities. Previous supervisory experience preferred. Or any equivalent combination of experience, education, and/or training 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 25 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Information Technology. This position performs duties under limited supervision and directs the professional support staff assigned to the Network and Systems Services Section of the Information Technology Services Division.

Date: 12/18/1998
Revised: 07/09/2004; 02/22/2005; 11/07/2012

Approved by:	_____	_____
	Hiring Authority	Date
	_____	_____
	Director, Human Resources	Date