

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Director, Information Technology  
**Job Code:** 8400  
**Pay Grade:** 84  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Plans, directs, and oversees management of the information technology 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 Pima County courts.

### **ESSENTIAL FUNCTIONS:**

- Plans, directs and oversees management of the Information Technology division and services.
- Plans, implements, and oversees the management of all automated information services. Reviews, evaluates and makes recommendations for the integration of information systems within the courts.
- Coordinates and oversees the recruitment, selection, training, and development of the information and technology staff.
- Develops and manages the court's budget for information technology systems, equipment, services and associated resources.
- Develops strategic plans and directs the implementation of mid and long-range plans to include court and division goals and objectives.
- Confers with division directors and managers on administrative problems and assists in developing and implementing improvements. Participates in problem solving and makes decisions within scope of authority.
- Meets with other administrators, judges and officials and coordinates administrative activities with other court, county or state departments, outside agencies, other jurisdictions, courts and the legislature.
- Conducts and participates in special administrative and operational studies or projects.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Participates in court leadership meetings to discuss court goals and progress and issues that require the court's attention.
- Acts as technical liaison with the Administrative Office of the Courts.
- Participates in countywide and statewide information technology related committees.
- Performs related projects and duties as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of information technology applications, processes, software and equipment.
- Must have knowledge of techniques for managing cross-functional teams and applications.
- Must have knowledge of management and administrative responsibilities such as budgetary processes, goal setting, performance management, project management, planning and delivering technical support services.
- Must have skills in analyzing complex administrative data, drawing logical conclusions and recommending modifications to administrative policies, procedures, and processes.
- Must have skills to synthesize project information and establish the appropriate scope of a project, apply strong project management skills and methodologies.
- Must have skills in technical planning of information technology projects.
- Must have demonstrated success in large-scale systems integration projects.
- Must have demonstrated success managing a support organization with several hundred users.
- 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 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; eight years of progressive professional experience in the information technology field, including management level experience, preferably in a court organization.

**Preferred Education/Experience:**

- Experience and proven success with Courts, Criminal Justice, Law Enforcement or Probation operations.
- Minimum of four (4) years of senior management experience in managing a large organization's information technology strategic plan.
- High level working knowledge of .NET programming.

**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 an unclassified position that reports to the Superior Court Administrator. This position performs duties under limited supervision and directs the professional, technical and administrative support staff of the information technology division.

Date: 08/01/94  
Revised: 03/01/05; 06/4/13

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Superior Court Administrator Date \_\_\_\_\_