

DIRECTOR, INFORMATION TECHNOLOGY GROUP

DEFINITION

Under administrative direction, to plan, organize, coordinate, and manage the development and implementation of Court computer resources and information systems; to oversee the development and implementation of computer networks; to perform a variety of professional computer system development and coordination activities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for the management of Court data processing and management information resources, functions, and operations. The incumbent also performs a variety of complex work related to the development, procurement, implementation and maintenance of computer resources.

REPORTS TO

Chief Executive Officer

CLASSIFICATIONS SUPERVISED

Court Computer Operations/Systems Manager, Court Computer Operations Supervisor, Court Network/Telecommunications Specialist, Senior Court Application Programmer Analyst, Administrative Analyst I, II, Administrative Services Technician and other Information Technology Group and support staff as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, directs, and manages the development, implementation, and utilization of Court computer resources and information systems; provides supervision, training, and work evaluation for assigned staff; directs the development, review, and evaluation of computer hardware and software for use by Court staff; develops and implements policies regarding the acquisition and utilization of computer resources; plans the development and implementation of computer networks; schedules priorities and plans computer acquisitions, upgrades, installation, and maintenance; oversees the development and utilization of Court information data and systems for specific functions such as traffic, civil, and criminal; coordinates Court computer resources with on-line systems, as necessary; serves as liaison with other City/County systems and staff of related governmental entities, as required; performs special statistical and budget analysis for the

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development of Court computer resources and systems; assists with the development of training programs in the use of computer resources for Court judicial officers, management, and staff; serves as a central information source regarding Court data processing and information functions; works with Court judicial officers and executive management to determine and work towards meeting computer resource and information service needs; coordinates the development of automated (computerized) building access and security systems; develops and presents special studies on the use and upgrading of data processing resources; represents Court Information Technology functions with Court staff, the public, vendors, and other agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in various courtroom locations throughout the City and County; continuous contact with judicial officers, City control agency staff involved with technology requirements, staff with a variety of technology companies, vendors, and staff, attorneys, litigants, other staff and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Computer hardware, software, and utilization in the services and functions of a court system.
- Practices, procedures, and techniques of research, information analysis, and report development.
- Principles and practices of data processing systems management.
- Current industry standards and product availability in hardware and software.
- Planning and implementation of computer networks.
- Development and implementation of computer training.
- Budget development and expenditure control.
- Principles of supervision, training, and work evaluation.

Ability to:

- Plan, organize, and manage the development and utilization of Court computer resources and information systems.
- Provide supervision, training, and work evaluation for assigned staff.

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- Develop and implement computer resources and management information systems budgets.
- Research, gather, develop, analyze, and present a variety of complex information and data.
- Oversee the acquisition, installation, and maintenance of computer hardware and software.
- Evaluate options and develop alternatives, including cost justifications, for the development and application of electronic data processing technology and systems to Court operations and functions.
- Serve as consultant on the applications and uses of computer technology.
- Develop and manage complex projects related to the use of computer resources.
- Plan and direct the installation of computer networks.
- Maintain confidential information when required by legal or ethical standards.
- Effectively represent the Court Information Technology Services and policies in contacts with other Court staff, the public, vendors, and other government agencies.
- Establish and maintain cooperative working relationships with judges, government officials from a variety of organizations, other employees and the general public.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of increasingly responsible work experience in the development and utilization of computer resources, networks, and management information systems, preferably including experience in a lead or supervisory capacity. Previous work experience with a Court System is highly desirable.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.