

The Supreme Court is seeking an Information Technology Manager II.

Salary range: \$74,479.20 - \$113,479.20 (depending upon training, education and experience)

Job Information and Duties

- The Information Technology Manager/Director works directly with the Clerk of the Court and is responsible for implementing and maintaining an organizations technology infrastructure, monitoring all appellate court technology systems and building the most cost effective, secure and efficient systems consistent with standard best practices and protocols.
- The IT Manager should be able to perform some hands on essential functions to maintain the Appellate Court systems.
- Should oversee ACIS billing, accounts, technology purchases and protocols and have some knowledge of standard business practices. Some business education and background preferred.
- Develop project management tasks and oversee the implementation of these projects in accordance with Court policies, procedures, standard best practices and internal rules.
- Ability to work a full-time schedule as well as to address emergent issues outside of the normal work day.
- Responsible for working with state technology contractors and vendors.
- Strategic IT planning for three appellate court systems.
- Must possess positive leadership, management, supervisory skills and strong communication skills both verbal and written.
- Ensuring that the IT office is fully staffed and functional for the Court throughout the work day and for emergent situations.
- Provide and Schedule training for all components of the IT Section on a regular basis • Work closely with all aspects of Court Administration, Judges, Justices and Judicial Staff • Develop a case management system using standard best practices and outside source providers.
- Integrate any or all computer systems where necessary.
- Must be able to handle highly responsible situations and projects and follow through to completion.
- Must be able to meet time deadlines and address time critical situations.
- Must possess an overall knowledge of various enterprise systems and components and the ability to oversee staff and projects to maintain those systems such as Windows operating systems, servers, storage and back-up, security issues, software and case management systems, other applications and customer support issues
- Ability to participate in and/or conduct performance appraisals, prepare budgets.
- Ability to direct employees, conduct interviews, make responsible hiring, termination, salary increase and disciplinary recommendations to the Clerk of the Supreme Court.
- Create a functional work and training calendar for the IT Section.

- Responsibility to create manuals for every section of the IT area.
- Responsibility to develop full cross training program for all employees.
- Flexibility to address technology and technology related needs of the three Appellate Courts and Appellate Court Clerks and to keep pace with standard best practices for all systems and security issues.
- Must be able to attend staff meetings and training as required.

Minimum Requirements

- Current IT Administrator, IT Systems Specialist or IT administrator or the functional equivalent.
- At least 10 years experience in the computer technology field.
- Background with servers and storage systems, desktop support, document management systems, monitoring enterprise systems, security and trouble shooting.
- Bachelor's degree from an accredited college or university in an IT or related field.
- Graduate level training, education and experience preferred.
- Ability to conduct training and provide training.
- Ability to manage, direct, supervise and train personnel.
- Experience in IT project development, developing policies and procedures
- Managing an IT group or functions using both internal employees and outsourced solutions.
- Ability to prepare budgets in line with State Policies, procedures and protocol
- Business education, training or experience preferred. Must be able to develop budgets, adhere to budget restrictions.
- Ability to supervise, appraise personnel, assign projects and employee development.
- Knowledge and experience with general enterprise systems, servers, operating systems, Microsoft and Corel software products and other enterprise system components.
- Knowledge and experience with source controlled environments.
- Knowledge of basic programming languages such as .net frameworks and/or fox pro, visual basic or others.
- Knowledge and experience with general enterprise security systems best practices.
- Knowledge and experience of enterprise storage systems, enterprise back up systems and disaster recovery best practices.
- Some knowledge of SQL application development.
- Some knowledge of developing technology for mobile application
- Ability to work with multiple court systems and administrators
- Strong communication skills, both written and oral.
- Skills to identify problems and issues promptly and timely create solutions and implement them.

- Must be able to effectively communicate and coordinate activity with the Clerk of the Supreme Court and address any of the Appellate Courts when requested.
- Must be able to maintain strong working relationships with other state agencies.

Resumes and References should be provided to the Clerk of the Court, no later than January 15, 2015.

Resumes and references may be mailed to:

Julia J. Weller

Alabama Supreme Court, Clerk

300 Dexter Avenue

Montgomery, AL 36104

Or emailed to jweller@appellate.state.al.us