



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Director of Information Technology

Department: Information Technology

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$88,647.94 - \$126,294.27/ Annually

Shift: 1st

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Oversees the Information Technology Department and reports to the Court Administrator. Responsible for leading, planning, organizing, developing, coordinating, and directing all aspects of the Information Technology Department.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

The position requires an appropriate combination of formal education, additional training and courses, and work experience. There is not an exact level of mixture of these elements to indicate one will necessarily be successful in, or qualify for, the position.

For example purposes only, an acceptable combination of qualifications for the position would be a master's degree in information technology, computer science, computer engineering or related field, and seven years of experience working in an information system environment with five of those in a managerial role or a bachelor's degree in information technology, computer science, computer engineering or related field, with ten years of experience working in an information system environment with five of those in a managerial role.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE:	DIRECTOR	OF	INFORMATION
	TECHNOLOGY		

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	Executive	REPORTS TO	Court Administrator
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PAY GRADE	A24	DEPARTMENT	Information Technology

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ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Directs the operation of the Information Technology Department including the Application Development Section, Network Services Section, and Technical Support Section.

Collaborates with the Court Administrator in setting the strategic direction, goals, and initiatives for the department.

Anticipates the future information technology needs of the court and recommends a plan to integrate new technologies into the court's operation.

Ensures the court's information technology security measures meet industry standards in preventing network intrusion and protecting court resources.

Establishes department protocols and ensures compliance with documentation of procedures, including those for disaster recovery and emergency operation.

Evaluates department effectiveness by setting benchmarks for measuring success of department projects and programs.

Responsible for procurement, implementation and maintaining software, hardware and maintenance contracts for the Juvenile Court systems.

Responsible for overseeing and managing all department inventory.

Oversees the process of selecting, evaluating, promoting, and disciplining department personnel, promotes professional competency within the department, and ensures quality of training for department staff.

Ensures that department staff comply with court policies, procedures, requirements, and standards.

Maintains responsibility for approving all department purchases and expenditures within established procedures and budgetary appropriations.

Participates in training opportunities, court activities, projects, and committees as requested or required.

Completes other duties and responsibilities as required.

SCOPE OF SUPERVISION

The position supervises assigned personnel and carries out managerial duties in accordance with the operation's policies and applicable laws. Responsibilities include planning, assigning, directing work, and appraising performance.

EQUIPMENT OPERATED

Vehicle, computer, calculator, copier, fax, telephone, and other general office equipment.

CONTACTS WITH OTHERS

Judges; Magistrates; Court Administration/Directors; Juvenile Court employees; Outside Vendors; general public.

CONFIDENTIAL DATA

Juvenile Case files, all payroll information and financial sensitive data, non-public record information.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen. Job may involve operating and sitting in a vehicle.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: information system administration and operation; court processes and procedures; program planning, implementation and administration; computer operations and applications; network administration; computer hardware; PC software office products; PC operating systems; supervisory principles; functional, project, program, portfolio management, and procurement.

Ability to: apply management principles to practical work situations; maintain good public relations as a court representative; establish and maintain effective working relationships with judges, public officials, associates, and job contacts; exhibit good organizational skills; train and coach others in computer applications.

Skill in: developing new, imaginative, and innovative solutions, services, products, and programs; making decisions concerning policy setting, research, planning, and service priorities.

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LICENSURE OR CERTIFICATION REQUIREMENTS

A valid state of Ohio motor vehicle operator's license is required in order to carry out job-related essential functions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____