

Circuit Court for Baltimore City Information Technology (IT) Director

The Circuit Court for Baltimore City is seeking an Information Technology (IT) Director. The incumbent will report to the Court Administrator.

POSITION OVERVIEW:

This is senior-level administrative and professional-technical work in the management, direction, planning, design, development, security, operations, performance, and maintenance of large, complex, and critical information technology programs, projects, systems, specialized technical areas, and teams. The incumbent provides key administrative and technical support to the Court Administrator and supervises lower-level staff. The incumbent exercises considerable latitude in independent judgment over program, project, and system operations and management, in accordance with managerial directives.

ESSENTIAL FUNCTIONS:

- Plans, directs, and manages staff, operations, maintenance, and services for an information technology system, project, program, or division.
- Directs lower-level professional, technical, and administrative personnel and assigns work.
- Develops and implements short- and long-range technology plans for the Court's technology systems, projects, and programs.
- Establishes information technology methods, procedures, standards, and controls.
- Recommends technology systems and solutions for a variety of activities related to the analysis of system operations, requirements, development, and integration.
- Monitors system network operations and supervises maintenance and testing for system efficiency.
- Manages contractors and consultants that provide information technology services.
- Coordinates activities with judges, magistrates, other departments, agencies, contractors, and vendors.
- Directs the development of comprehensive project or task plans, resource estimates, justifications, and schedules for various information technology projects, and ensures that funding is used in accordance with operating budgets.
- Ensures efficient system integration and operations by developing system plans and solutions.

- Ensures that the acquisition of hardware and software, and the data and security requirements, are consistent with the Court's technology plan and strategy.
- Ensures satisfaction of internal and external customers and addresses questions and complaints efficiently and effectively.
- Protects the integrity of technology systems by preparing projections and presentations on the impact of proposals and changes requested to update or coordinate information technology systems.
- Willingly and cooperatively performs tasks and duties that may not be specifically listed in the class specification or position description but fall within the general occupational category and the responsibility level typically associated with the employee's class of work.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of the most current principles, methods, and practices in management, software, hardware, infrastructure, security, or telecommunications systems.
- Ability to plan and organize large-scale assignments.
- Ability to prepare, interpret, and evaluate proposals and modifications.
- Ability to provide information technology solutions for Court processes and issues.
- Ability to supervise and manage technical staff on technical projects.
- Ability to develop and define the scope of complex research and work studies.
- Ability to establish and maintain effective working relationships with judges, magistrates, other court personnel, departmental officials, and the public.
- Ability to communicate effectively, both orally and in writing, to internal and external customers regarding highly technical information.
- Ability to demonstrate excellence in customer service.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Master's degree in computer science, mathematics, information management, or a closely related field, plus at least three (3) years of progressively responsible experience in information technology management, including at least two (2) years of supervisory or managerial experience; or an equivalent combination of education, training, and experience.

COMPENSATION: This is a full-time position with benefits. The hiring salary range is \$89,994-\$116,929. The annual salary range is \$89,994-\$143,864.

TO APPLY:

This position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov TTY 396-4930

****No phone calls please****

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