



Clerk's Director of Technology

Category: Exempt
Pay Grade: 150
Job Code: 18838

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs professional, complex technical, administrative and managerial work in directing, planning, developing, coordinating, implementing and monitoring the technology initiatives for the office of the Clerk of the Circuit Court. Work is performed under the direction of the Clerk of the Court with considerable latitude for individual initiative and judgment.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Works in coordination with Chief Deputies to coordinate IT related efforts and projects;
- Plans, manages and coordinates the work of technical employees; prepares performance reviews, hires and trains new personnel;
- Develops the annual budget for the Clerk's Technology department;
- Reviews and reconciles Information Technology cost allocations;
- Oversees development schedule of proposed systems with appropriate staff and oversees implementation of finished projects;
- Gathers requirements for system needs from other departments;
- Coordinates development resources for technology projects;
- Coordinates with technical support applications and operations staff to achieve an efficient environment that meets the Clerk's office's current and future business objectives;
- Recognizes and identifies potential areas where existing policies and procedures require change; or where new ones need to be developed;
- Researches, evaluates and recommends new technologies;
- Supervises and provides feedback to all outside contractors on system development projects;
- Maintains relationships with and provides feedback to outside vendors to ensure quality support and products;
- Maintains quality service by establishing and enforcing organizational standards;
- Sets goals and implements action plans for the Clerk's Technology department;
- Directs ongoing training and development of the technology staff;
- Assists other team members as necessary and participates on technology projects;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Ten (10) years of progressively responsible experience working with all aspects of technology projects including two (2) years of this experience in an administrative, managerial, project management or executive capacity, or Bachelor's Degree in Computer Science, business administration or related field and six (6) years of experience described above; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of and demonstrated successes as an assertive leader of IT systems groups with a track record of achievement in motivation, staff development, and inter-group communications;
- Knowledge of project management;
- Knowledge of software/hardware trouble shooting techniques;
- Knowledge of architecture, administration, infrastructure and tools for Oracle and other relational database technologies;
- Knowledge of computer operating systems, network operating systems and network protocols;
- Knowledge of client/server technology, architecture, and standards;
- Knowledge of basic computer programming skills;
- Skill in written and verbal communications;
- Skill in analytical thinking, organization and decision making;
- Ability to manage technical employees;
- Ability to analyze and solve complex problems;
- Ability to travel as needed;
- Ability to create a department budget and strong accounting skills;
- Ability to interact with people at all organizational levels.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.