

CLERK'S DIRECTOR OF TECHNOLOGY

Job Code	Pay Grade
18838	150

Nature of Work

This is 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.

Minimum Qualifications Requirements

- 10 years of progressively responsible experience working with all aspects of technology projects including 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 6 years of experience described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- 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.

Illustrative Tasks (These are examples and are 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.
- Gather 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 related work as assigned or required.

Knowledge, Skills, and Abilities

- 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.

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Knowledge, Skills, and Abilities (continued)

- 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.
- 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.
- Strong analytical, organizational and decision making skills.

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Created	EEOC Code	Overtime Code
4/07	Officials & Mangers	Exempt