



Crawford County Court of Common Pleas, 30th Judicial District

Director of Court Information Technology

Full time, 35 hours a week, serving at the pleasure of the President Judge under supervision of PJ or his designee.

Work is assigned in the form of objectives by administrative supervisors (PJ or designee), is performed independently with initiative, and is reviewed for achievement of objectives and meeting the needs of the organization.

Examples of Work:

- Work with PJ and his designees to finalize Memorandum of Understanding between the Court and the County to establish policies and procedures designed to ensure the security of Court information on County technology infrastructure; facilitate implementation and monitoring of those policies and procedures
- Work with PJ and his designees to develop Court IT strategic plan; Identify the need for changes to the Court IT system or environment and provide recommendations to that end; Recommend and coordinate the purchase of software and hardware necessary to fulfill the Court IT strategic plan, acting as technical liaison for the Courts, conversing with County IT and external vendors; play an active role in the budget process of planning, acquisition and maintenance of IT resources.
- Research, develop and implement planned technical solutions requiring the integration of IT functions as needed.
- Develop and maintain hardware and software asset management procedures, processes, systems, and measurements and make recommendations on complex asset management activities and decisions.
- Develop IT components of agency's continuity of government and disaster recovery plans, plan and organize IT continuity of government tests and coordinate IT asset recovery and replacement.
- Develop and implement a solution for storing court reporter notes; transcripts; audio recording files;

- Liaise with County IT to discuss court's needs and how the needs are to be met.
- Provide Website support for department webpages on the county website: develop and manage Court pages of county website
- Evaluate and implement data analytics solutions
- Develop internal reports and interactive dashboards for the Court's use in data analytics while utilizing real time information pulled from state supported Common Pleas Case Management System (CPCMS)
- Implement data-exchange best practices for Court's participation in Pennsylvania's Justice Network (JNET)
- Provide IT support and administration services for Court supervised employees/departments: install, troubleshoot software/hardware (court related and non-court related); assist with/troubleshoot set up video conferencing equipment, Courtroom/hearing room AV troubleshooting; set up new computers, printers, tablets, laptops for court users; configure email on mobile devices, tablets, computers, laptops;
- Lead assessment, development, delivery and facilitation of formal and informal IT training programs for users as necessary
- Perform related work as required.

Desired Knowledge, Skills, and Abilities:

- ✓ Knowledge of information technology strategic planning concepts and techniques; of research principles and techniques to identify business requirements and solutions to problems; ability to analyze business processes to identify functional requirements;
- ✓ Knowledge of networking concepts
- ✓ Knowledge of web development concepts
- ✓ Knowledge of information technology security principles, methods, and techniques.
- ✓ Knowledge of the component parts of personal computers, peripherals, servers, and their associated functionality
- ✓ Knowledge of the functions and capabilities of hardware and software
- ✓ Ability to read and interpret technical materials such as specifications, technical manuals, and other project documentation.
- ✓ Knowledge of troubleshooting techniques including hardware and software testing methods; Ability to analyze information in order to diagnose and troubleshoot technical problems; Knowledge of the use and interpretation of diagnostic utility programs used in troubleshooting problems
- ✓ Ability to communicate effectively orally and in writing with all levels of technical proficiency.
- ✓ Ability to establish and maintain effective working relationships across all levels of the organization.
- ✓ Experience with Microsoft Exchange/Outlook, SharePoint, Skype for Business, file systems and structure, stored procedures, XML and desktop virtualization.
- ✓ Exposure to relational database management systems (RDBMS), Web application development

- ✓ Familiarity with windows OS functionality.

Minimum Training and Experience

Bachelor's Degree (B.S. or B.A.) with major coursework in Computer Science, Computer or Business Information Systems or closely related field, plus min. 5 years' applicable IT work experience

OR

Combination of certificate or diploma from accredited computer/technical school and IT work experience in a similar role as an application developer or database administrator supporting various applications and data projects.

Experience working in judicial system or governmental environment is a plus.

Salary: \$54,000 - \$62,500 plus benefits

Cover Letter and Resume to Court Administrator, Crawford County Judicial Center, 359 E. Center St., Meadville, PA 16335 hshiderly@co.crawford.pa.us