

## VERMONT JUDICIAL BRANCH

### DEPUTY DIRECTOR, INFORMATION TECHNOLOGY

**Court:** Research & Information

**Supervisor:** Director, Research & Information

**Job Code:** 95910J

**Exempt/Non-exempt:** Exempt

**Pay Grade:** 97

**Union Eligible:** N

#### **PURPOSE:**

This position will manage the information technology infrastructure for the Judiciary. Work involves developing IT infrastructure budgets; supervising staff; overseeing system administration, hardware support and maintenance, network administration and maintenance, help desk and user support, and communications; determining long range infrastructure improvement plans and short term objectives; and allocating resources and directing program activities to achieve those objectives.

#### **ESSENTIAL JOB FUNCTIONS:**

- Oversees day-to-day system administration for Judiciary network of Unix computers and LAN and WAN PC networks.
- Oversees PC support and help desk; identifies PC related training needs.
- Reviews equipment and system performance, identifies current weaknesses and future needs, and develops plans for system and network enhancement and maintenance.
- Develops hardware, network, and communications standards.
- Develops and implements comprehensive plan for maintaining security and reliability of judiciary systems and networks.
- Develops plans for and oversees the implementation of office automation and groupware solutions for the Judiciary using in-house and out-sourced resources as appropriate.
- Develops annual budget proposal for consideration by the Judiciary Technology Committee, the Supreme Court, and the legislature.
- Develops an expenditure plan for funds appropriated by the Legislature and allocated by the Supreme Court, and manages expenditures within that plan.
- Develops work specifications based on plans and objectives.
- Develops requests for proposals for maintenance, communications, network, groupware solutions, and security services.
- Negotiates contracts with vendors, and monitors vendor performance.
- Supervises Information Technology II and Information Technology III positions and other assigned staff, including hiring or recommendation to hire, performance evaluation, and corrective action.
- Proposes and implements appropriate technology training plan for RIS operations staff.
- Collaborates with senior management to develop system strategies and standards.

## **OTHER DUTIES AND RESPONSIBILITIES:**

- Performs related duties as required.

This job description provides the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification.

## **MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

Education: Bachelor's Degree in computer science;

Experience: Four years experience installing, configuring and supporting computer networks, or providing support to staff in the operation, maintenance, and installation of computer systems, **INCLUDING** two years supervising information technology functions.

OR

Education: Associate's Degree in computer science or college-level course work that includes 15 computer science credits;

Experience: Six years of experience as outlined above.