

VERMONT JUDICIAL BRANCH

DIRECTOR, RESEARCH AND INFORMATION

Court: Court Administrator's Office

Supervisor: Court Administrator

Job Code: 95930J

Exempt/Non-exempt: Exempt

Pay Grade: 97

Union Eligible: N

PURPOSE:

Management of information technology programs, functions, and staff at a professional level. Position incumbent oversees the development and maintenance of a large and complex information technology system. Involves developing long range plans and programs related to overall policy directives and organizational goals. Formulates budgets, monitor costs, and allocates resources to achieve the information technology goals of the Judiciary.

ESSENTIAL JOB FUNCTIONS:

- Interprets organizational vision, goals and objectives into information technology plans.
- Develops high level processes and data models depicting the organization's information technology needs.
- Determines the effect of information technology recommendations on the organizational structure.
- Establishes and maintains an infrastructure to support systems development.
- Makes final decisions on changes and expenditures related to acquisition of hardware or software.
- Develops strategies and tactics to enhance information technology efficiency and effectiveness.
- Provides technical solutions based on the organization's direction, operations, processes and principles.
- Develops and administers the information technology budget for the Judiciary.
- Seeks funding and approval for activities.
- Negotiates the purchase and oversees the testing and implementation of new products.
- Directs the professional development and training of assigned staff.
- Prepares and presents information to management or the legislature.

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.)

Bachelor's degree in Computer Science AND six years experience in programming, data base administration or systems analysis, or installing, configuring, and supporting computer networks, or providing support to staff in the operation, maintenance, and installation of computer systems, INCLUDING four years supervising information technology functions;

OR

Associate's degree in computer science or college-level coursework that includes 15 computer science credits AND eight years experience as defined above; OR Ten years experience as defined above.

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