

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Director of Information Systems
Department: Information Systems

Reports To: Court Administration

Salary Range: \$112,216.00 – \$123,884.80

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. The Director of Information Systems (Director) manages the overall operations of the Court's technology systems. The Director requires an in-depth knowledge of the Court, Court Systems, all Court departments and a general knowledge of all areas/agencies of the judicial system. The Director oversees the staff assigned to the department and meets with the Court Administrator and the Deputy Court Administrators regularly to improve the Court's systems, data collection and reporting mechanisms.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Plan and Direct: The Director supervises and coordinates the activity of the Information System Department with the assistance of the Assistant Director/Senior Analyst.
2. Organize: The Director assigns work based on personnel availability and qualification to perform a particular task.
3. Instruct: Provide advice and instruction to staff in order to respond to questions. Develop and approve guidelines and procedures and ensure complete understanding by staff through ongoing communication.
4. Set Standards: Establish, explain and maintain work standards among staff.
5. Review: Perform a general review of the staff's overall work product and review in detail the complex areas. Review staff accomplishments in terms of departmental goals on a daily basis through statistical reports.
6. Train: Identify, provide or arrange training for staff when necessary (e.g., new procedures or deficient performance would require training).
7. Counsel and Discipline: Counsel staff and resolve informal complaints as needed. The Director may, in consultation with the Deputy Court Administrator, discipline staff.
8. Appraise Performance: Ensure that staff are productive through review of work and accomplishment of goals. Conduct annual performance evaluations of staff.
9. Bid and Purchase: The Director is involved in all aspects of the bidding and procurement process for technology purchases.
10. Other Personnel Functions: Perform various personnel functions (e.g., interview and recommend new hires, recommend promotions, approve vacation and sick leave).
11. Perform a variety of other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, the Director must demonstrate the following:

1. Ability to analyze situations and propose solutions in order to meet the Court's objectives and resolve problems.
2. Ability to communicate effectively to keep staff and other Court personnel informed and to resolve conflicts.
3. Ongoing knowledge of automated equipment and systems beneficial to Court operations.
4. Ability to motivate staff to compete work in a timely fashion while maintaining quality

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5. Ability to not only recognize system-wide problems or concerns but to effectively work with Judges and other departments/agencies to resolve the.
6. Knowledge of Software Development Life Cycle.
7. Ability to Work with System Analysts and Programmers.
8. Knowledge of Relational Database Systems.
9. Ability to Work with Database Administrators.
10. Knowledge of Wide Area and Local Area Network Systems.
11. Knowledge of Network Security Principals and Practices.
12. Knowledge of Audio and Video Systems.
13. Ability to Work with Network Engineers and Administrators.
14. Ability to Work with Other County Agencies to accomplish Court goals.
15. Ability to work with Vendors to accomplish Court goals.
16. Possess a professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

A minimum of ten years' experience in Public Administration, two to four years of relevant experience or equivalent combination of experience and education. Formal Training in Computer Science preferred.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with Judges, Bailiffs, staff and other Court personnel to answer questions, obtain information and provide guidance. Contacts are also made with other agencies through committees and to exchange information. The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. The Director may require some work beyond normal hours, including evenings and weekends.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. Valid Ohio Driver's License required. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing prior to employment. **Applicants must submit both a letter of interest and a resume to:**

Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113

(e-mail: infosys@cuyahogacounty.us)

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This position will remain open until filled.

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.us