



CITY OF SEATTLE

Acting Court Technology Director

SALARY:	\$41.44 /Hour
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Temporary - Non-Benefit Eligible
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Not represented
CLOSING DATE	08/25/15 04:00 PM Pacific Time

POSITION DESCRIPTION:

Municipal Court is seeking qualified candidates for the Acting Court Technology Director (Manager 3, Exempt) position. The Municipal Court of Seattle is one of the highest volume Courts of Limited Jurisdiction in the State of Washington with 12 judicial officers and over 200 staff.

The primary responsibility of this assignment is to work with judges, executive management and Court staff, City IT, technology vendors, and our criminal justice partners to successfully manage mission-critical IT projects and develop the framework for migrating from a legacy system to a new technology.

The ideal candidate works collaboratively, communicates effectively, and motivates a team to produce quality deliverables. The candidate will have proven project management, problem solving, analytical, and staff development skills. This position will report to the Court Administrator and the assignment is expected to last six to nine months.

JOB RESPONSIBILITIES:

- Manage a diverse team of technical engineers and business analysts, and responsible for hiring, training, performance feedback, and corrective action.
- Oversee the operation and production of the IBM systems, office automation (LANs, servers, workstations, and networks), production controls and distribution, hardware maintenance, networks and data communications.
- Responsible for database administration, systems programming, and systems software maintenance for a large complex Unix and .NET production system, and associated application software development and maintenance for a large Informix 4GL system.
- Partner with stakeholders and managers to formulate short-term and strategic plans, identify risks and issues, communicate progress, and provide recommendations.
- Create and manage project work plans, schedules, budget, and management reports that define and track project progress
- Help define and develop best practices for project delivery including templates, procedures, and technology usage
- Network with other IT and criminal justice leaders to build an understanding of the political, cultural, and technical environment

QUALIFICATIONS:

Required

- Equivalent of a Bachelor's degree in computer science or a related field.
- Demonstrated leadership and management experience in information technology or related areas of responsibility typically gained through at least 5 years of progressively responsible work experience, which includes at least two years of managing IT staff.

Desired

- Master's degree in business, computer science, or related field
- Project management certification (PMP)
- Two or more years of high-level, executive IT management experience
- Experience in court automation; criminal justice or government agency

ADDITIONAL INFORMATION:

This opportunity is open to all interested and qualified candidates. Appointment is subject to passing a background check.

- External applicants will be considered for a short-term, temporary assignment.
- City of Seattle employees will be considered for an out-of-class assignment.

For more information on the Seattle Municipal Court, visit www.seattle.gov/courts. For questions about this position, please contact Sr. Personnel Specialist, Kristy Hulverson at [206-233-7201](tel:206-233-7201).

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2015-01005

<http://www.seattle.gov/jobs>
ACTING COURT TECHNOLOGY DIRECTOR
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.
