



## CITY OF SEATTLE

### Court Technology Project Manager Job Bulletin #2018-00201

<b>SALARY:</b>	\$45.00 - \$67.51 Hourly \$93,960.00 - \$140,960.88 Annually
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	03/06/18 04:00 PM Pacific Time

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#### **POSITION DESCRIPTION:**

The [Seattle Municipal Court \(SMC\)](http://www.seattle.gov/courts/) is one of the highest volume Courts of Limited Jurisdiction in Washington. SMC is an innovative court with a community-based approach to judicial administration that embraces technology to improve court processes. The court adjudicates all misdemeanor and gross misdemeanor crimes, infractions, and civil violations authorized under the Seattle Municipal Code and certain Revised Code of Washington statutes. For more information, visit us online at: <http://www.seattle.gov/courts/>.

SMC Court Technology is a service organization that supports all aspects of information technology for court operations. The department has significant daily work including: desktop support of 250 court employees, support of the court's case management system (MCIS), support of court web applications – both internal and external (e.g. online payments, electronic case file, adjudication by mail), evaluating and deploying application enhancements and service requests.

SMC is seeking a highly motivated IT professional to fill the role of Court Technology Project Manager. This position will provide stability throughout the lifecycle of assigned IT projects. Primary responsibilities include:

- Lead key projects involving subject matter experts, Court Technology staff and business representatives.
- Build strong working relationships with internal and external stakeholders.
- Apply reliable project management methodology to perform readiness assessments, analysis, development, and implementation of technology solutions.

The ideal candidate is:

- Highly motivated, a self-starter with a strong work ethic and a passion for project management.
- Excels in managing multiple priorities and strives to meet project deadlines.
- Enjoys a challenging workload.
- Is adaptable and eager to learn new systems.
- Understands and demonstrates the importance of timely communication.
- Has technical understanding and familiarity with court processes

This position reports to the Court Information Technology Director.

**Duties of this position include:**

- Provide project management for client driven and/or operational technical projects that span across and within court business units and coordination with Seattle IT under SMC's Service Level Agreement. Projects range from mid to high-level technical projects that vary in duration, value and complexity. This role has overall responsibility for the successful execution and technical operations of assigned projects.
- Manage key court preparedness and readiness projects for the implementation of SMC's new case management system including database information clean-up and correction, implementation of data quality and data integrity standards and best practices.
- Oversight of daily production support and resolving operational issues using problem solving, facilitating project level decision-making, providing status reports, and keeping the Court Technology Director apprised of issues and technical actions. Report status and escalate issues to the Court Technology Director for decision-making and further communication to Court Administration and Executive Leadership.
- Liaison with SMC system stakeholders, internal partners (City Departments of Treasury, FAS, Neighborhoods, SPD, City Law, and Seattle IT), external entities (King County Department of Public Defense, King County Jail, Washington State Patrol, Department of Licensing, Administrative Office of the Courts), vendors, and the public that integrate with SMC systems.
- Provide technical expertise and manage technical resources that produce design mock-ups, business cases, project management documentation, business process workflow/procedure writing, specifications, system/data flow diagramming, and solution design.
- This role is responsible for working directly with the Court Technology Director in prioritizing and executing the Court Project Portfolio and/or the Service Request List, and creating the Technology Department roadmap for future projects and solution development.
- Assist Court Technology Director with implementing IT management best practices and protocols to ensure delivery of quality services that meet customer needs.

**Minimum Qualifications**

- Bachelor's degree in Computer Science, Management of Information Systems or related degree (or an equivalent combination of education, training and experience).
- 5+ years successfully managing mid to complex IT projects reflected in size of project, size of project team, and scope of project (i.e. mid to high enterprise-wide, multi-departmental, large business impact).
- Advanced knowledge of IT systems, practices, procedures, and latest trends.
- Ability to interface with a diverse community of technical and non-technical stakeholders to ensure successful project results.
- Work with a sense of urgency, resolve problems timely, and maintain patience while working on escalated support issues
- Ability to operate in a highly sensitive, political environment – comfortable working with elected officials.
- Excellent oral and written communications skills.
- Proficient using MS Office, MS Visio and MS Project or equivalent programs.

**Desired Qualifications**

- Professional Certification in Project Management (Project Management Professional Credential - PMP)
- Experience or knowledge of a broad range of application programming, database and system design
- Public sector/government IT organization experience.
- Experience working in a judicial court highly valuable.

## ADDITIONAL INFORMATION:

### Hiring Process

Direct link to apply:

<https://www.governmentjobs.com/careers/seattle/jobs/1976664/court-technology-project-manager>

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. Completed NEOGOV online application.
2. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
3. Current resume indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted.

A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks.

For more information on the Seattle Municipal Court, visit [www.seattle.gov/courts](http://www.seattle.gov/courts).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.seattle.gov/jobs>  
[Job #2018-00201](http://www.seattle.gov/jobs)

<http://www.seattle.gov/jobs>  
COURT TECHNOLOGY PROJECT MANAGER  
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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

[Careers@seattle.gov](mailto:Careers@seattle.gov)

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex,

marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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