JOB ANNOUNCEMENT

Chief Technology Officer and
AOC IT Division Director

**Recruitment Period:** Submit resume by September 7, 2020

**Number of Positions:** One (1) position

**Hiring Salary:** $91,214.64 to $120,000.00

**Position Location:** Fulton County, GA

**FLSA Status:** Exempt

### Job Summary

Acting under the broad supervision of the Director of the Administrative Office of the Courts, this position is responsible for providing the overall leadership and direction for the Information Technology Division of the Administrative Office of the Courts and serves as the Chief Technology Officer (CTO). As a member of the agency’s senior management team, the CTO participates in the development of agency goals, objectives, and regulations, and modifies IT Division practices and procedures to support the agency’s goals. The CTO oversees the secure administration of IT programs, products, and operations. The CTO plans for future IT needs consistent with the Judicial Council/AOC strategic plan and effectively manages and evaluates staff and/or contract services. The CTO will serve as a visionary and drive innovation to enhance operational and organizational effectiveness within a prescribed budget. The CTO will participate on various Judicial Council committees including the Judicial Council Technology Committee. The CTO is responsible for the proper expenditure of the Division’s budget, including the procurement and implementation of new hardware and systems. The CTO will identify the training needs of the IT team and establish a plan to maintain excellence in services and innovative approaches. The CTO leads efforts to establish and maintain stakeholder relationships associated with technology services within and outside the agency.

The position offers a competitive fringe benefits package including health, dental, and vision insurance. Employees also earn both sick and annual leave, education support leave, and 12 paid holidays per year. Primary office hours are 8:30 am to 5:00 pm, Monday through Friday. Occasional evening/night or weekend availability and travel may be required.

This position is located in Atlanta, Fulton County, with some teleworking options available.

### Job Responsibilities and Performance Standards:

The ideal candidate will be a dynamic leader in the technology arena with a proven record of delivering secure and innovative IT products and services, while managing costs and risk. The CTO will be a catalyst for change and excel at managing and motivating people. The successful candidate will recognize good work, place a high value on professional development, set high expectations and standards, and consistently hold people accountable.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer.
• Oversee the development, procurement, administration and improvement of secure IT Division programs, products, and operations.
• Plan for future technology needs; establish, monitor, and control projects and schedules to meet goals and objectives within the prescribed budget.
• Oversee the implementation and project management activities of new products, applications, processes and solutions which streamline business functions, and ensure project activities meet project requirements.
• Procure or develop IT systems which leverage technological advances consistent with IT industry standards.
• Coordinate with the AOC ISO and assist in the implementation of network security and ensure protocols are in place to protect agency systems, data, and assets.
• Provide regular updates on IT Division activities.
• Communicates to staff changes in goals, objectives, regulations, policies and procedures, and ensures their compliance.
• Serve as the IT expert regarding all division program areas, and provide advice and assistance to the Director, agency staff, client agencies, and others.
• Analyzes data, in partnership with the AOC Judicial Services Division, as requested and prepares thorough and accurate reports, presenting findings that can be easily understood by the targeted audience. Makes presentations for staff meetings, legislative/judicial committees, clients and others as necessary.
• In collaboration with other divisional management, sets work priorities for meeting established objectives; communicates priorities and expected work outcomes to staff; updates priorities, technical programs, projects, or work assignments as business needs change and to ensure a secure environment; coordinates the measuring and reporting of programmatic outcomes and adherence to goals and objectives.
• Directs staff and contractors in the development and technical use of specialty discipline(s) and acts as resource to JC/AOC, client agencies, and others on matters relating to specialty disciplines.
• Accurately and diplomatically conveys directives, assignments, instructions and other information from management to staff as directed.
• Ability to establish and maintain effective relationships with clients and staff, gaining their trust and respect.
• Staff liaison to the Judicial Council Technology Committee, Georgia Technology Authority, individual courts and court council IT staff, and other designated groups.

Minimum Training and Experience:

Graduation from an accredited college or university with major course work in management information systems, information technology, cybersecurity, computer science or a closely related field and ten years of progressively responsible experience in systems analysis, systems engineering, programming, database administration and/or analysis, operating systems, network analysis and/or management, business requirements or a similar field in a multiplatform information systems environment which included planning, organizing, directing, supervising and coordinating the work of one or more major systems projects and management of staff. Must be organized, flexible and able to function well in an environment with changing priorities. Requires sensitivity to confidential matters. Must have excellent people and communication skills, written and oral. Candidate should be diplomatic, politically aware, and decisive, take initiative, and inspire creativity. Must be able to work at the AOC office in downtown Atlanta and travel statewide. Flexible schedules are possible.

Preferred Qualifications

A Master’s degree in management information systems, information technology, cybersecurity, computer science or a closely related field may be substituted for one year of experience. Experience managing large-complex enterprise IT systems. Experience working with IT vendors and managing vendor relationships. Past work experiences with the Georgia judiciary or state agency.

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To apply:

Applicants must submit a resume and cover letter to resume@georgiacourts.gov by close of business September 7. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: Chief Technology Officer, IT Division

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.