# NEW MEXICO JUDICIAL BRANCH

## AOC CHIEF TECHNICAL OFFICER (CTO)
(At-Will)

**TARGET SALARY:** $116,925-$233,852 annually, or $56.214-$112.429 hourly depending upon experience (pay range QQ)
**LOCATION:** Varies, statewide locations
**FLSA STATUS:** Exempt
**JOB CODE:** 9601JB
**BENEFITS:** Competitive benefits package offered

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### JUDICIAL INFORMATION DIVISION (JID)

In 1994, the New Mexico Supreme Court created the Judicial Information Division (JID) and the Judicial Technical Council (JTECH) to develop an enterprise IT structure for the Judicial Branch including the Supreme Court, Court of Appeals, District Courts and other judicial entities. JID operates within the guidelines established by JTECH, whose members are appointed by the Supreme Court. JID is administratively directed by the Director of the Administrative Office of the Courts.
Specifically, JID is responsible for:

- Providing the management of a statewide case management system, network infrastructure, hardware and software for judicial branch entities and enterprise level tools.
- Providing software tools to enhance the effectiveness, order, and productivity of court operations.
- Enhancing the ability, knowledge, and skills of court staff, justice partners, attorneys, and the public to use available technology.

### GENERAL STATEMENT OF DUTIES

Directs the Judicial Information Division of the Administrative Office of the Courts for the New Mexico Judicial Branch. Supervision is received from the AOC Director and Supreme Court Chief Justice.

### EXAMPLES OF JOB DUTIES

- **The Chief Technical Officer (CTO)** is responsible for the general operational and administrative direction and supervision of the Judicial Information Division.
- Provides vision and leadership for developing and implementing information technology initiatives.
- Identifies, formulates, recommends and directs approved strategic planning and the implementation of enterprise IT systems in support of all statewide court business operations.
- Responsible for improving court case flow, cost effective delivery, service quality, system security and business process development. The CTO develops and implements approved strategic and tactical plans in alignment with JID strategic objectives under the strategic direction of the Supreme Court.
- Works to establish and mentor a trust with the courts so that the goals, objectives and operating procedures will be clear, transparent, understood and accepted. On a continual

basis, the CTO builds and promotes strong business relationships with staff, justice partners, attorneys, and the public.

- Ensures technical resources, including staff, are managed efficiently and that technical solutions are implemented to meet the needs of the judicial entities.
- Directs and carries out the IT activities for the judiciary and aligns technology with the vision of the Supreme Court and the Judiciary in concert with industry accepted and appropriate technologies. The CTO is responsible for ensuring system vulnerabilities are identified and mitigated.
- Monitors and analyzes state and federal legislation related to IT and testifies at legislative hearings. The CTO assists professional staff in preparing for IT committee meetings and ensures accurate reporting of JID activities
- Oversees negotiations for IT vendor contracts, software licenses, maintenance agreements, and other contractual services; determines which technology advances will best serve the judiciary; provides direction in vendor research and the preparation of RFPs, scope of work and contractual payment planning; and ensures equipment and software applications are within budget and meet business requirements.
- Develops the Judiciary Information Technology Strategic Plan and works with staff to create a Judiciary-wide price agreement for the procurement of all IT related hardware, software and services.
- Ensures adequate IT support, hardware and software are provided to judicial entities around the state including networking, hardware, and software support.
- Collaborates with outside security agencies to ensure the safety and well-being of all judges, staff and the public.
- Enforces court security measures for information technology, public information and records including timely responses to IPRA requests and media inquiries.
- Hires, manages, organizes, and coordinates the work of professional staff. Assists subordinates in establishing and meeting goals, delineates available resources, coaches and motivates staff concerning the development of projects, deadlines, and priorities. Develops and establishes procedures for the successful operation of the Division's administrative systems.
- Assesses needs of and advocates for appropriate resources for programs within the Division.
- Prepares and reviews statistical reports on court performance measures. Reports on performance measures to the Chief Justice or Chief Judge. Identifies performance hindrances and opportunities for increased performance. Implements new procedures and policies where appropriate.
- Other duties as assigned.

## COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate a high degree of experience in budget development, management of multiple and diverse court programs and staff, policy development, delivering presentations to diverse audiences including testifying before a legislative or similar body, and comprehensive and advanced knowledge and understanding of the organization and functions of the judicial branch of government. Demonstrated ability to lead and direct change that benefits the operations of the court, and provides exemplary leadership through integrity, honesty, respect and effective team building skills.

## MINIMUM QUALIFICATIONS

**Education:** Master's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Management, Project Management, Computer Science, IT Engineering, or a directly related field.

> **Education Substitution**: Bachelor's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Management, Project Management, Computer Science, IT Engineering, or a directly related field and two additional years of hands on experience in IT and IT management to include experience negotiating and managing contracts, software and hardware licenses and hardware/software acquisition, staffing and/or managing user groups and advisory committees, IT policy analysis and development and managing a complex IT department including its budget. The total combined experience required with a Bachelor's degree is twelve (12) years.

**Experience:** Ten (10) years of hands on experience in IT and IT management to include experience negotiating and managing contracts, managing a complex multi-divisional IT department, software and hardware licensing and large hardware/software acquisition and deployment, staffing and/or managing user groups and advisory committees, IT policy analysis, long term IT strategic development and complex multi-million dollar budgets; and six (6) years experience supervising diverse staff.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed **

## BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM

- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

**These benefits vary by job classification or need**

## START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 03/01/98, Rev: 11/01/01, 04/04/06, 05/01/11, 08/01/18, Audited: 06/27/19, Rev: 11/01/19; name change to Chief Technical Officer 01/13/20, Benefits updated: 02/26/21; 06/30/21-JTECH update, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.