NEW MEXICO JUDICIAL BRANCH

AOC DEPUTY CHIEF TECHNICAL OFFICER
(At-Will)

TARGET SALARY: $106,527-$213,054 annually, or $51.215-$102.430 hourly depending upon experience (pay range PP)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9605JB
BENEFITS: Competitive benefits package offered

JUDICIAL INFORMATION DIVISION (JID)

In 1994, the New Mexico Supreme Court created the Judicial Information Division (JID) and the Judicial Technology 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

Assists the AOC Chief Technology Officer (CTO) in the management of the Judicial Information Division (JID) of the Administrative Office of the Courts for the New Mexico Judicial Branch. Supervision is received from the AOC Chief Technology Officer (CTO) and the AOC Director.

EXAMPLES OF JOB DUTIES

- **The AOC Deputy Chief Technical Officer** (DCTO) will assist the CTO in the management and leadership of JID as well as statewide IT activities. In the absence of the CTO, the Deputy CTO assumes responsibility over JID functions.
- Assists the CTO in the development, management and oversight of local and statewide plans for enterprise projects, including research and planning, risk management, stakeholder management, and communication activities.
- Researches and negotiates with vendors; assists staff in preparing Requests for Proposals (RFPs); develops scopes of work; and participates in the selection/evaluation of responses from vendors.
- Develops, implements, and maintains centralized, statewide IT project management and procurement processes, and assist in developing internal and statewide procedures.
- Supervises, evaluates, mentors, and motivates subordinate managers and professional staff; participates in recruiting and hiring process.
- Manages contracts, including compliance and renewals. Works with staff to oversee the management of software and hardware maintenance, service and price agreements and to prepare contracts for IT professional services, technical support, hardware and software.

- Analyzes current and anticipated technology, hardware, software development trends, and tools, including cost analysis.
- Oversees the production environment and ensures appropriate change management and monitoring process and response times. Develops and presents improvement plans to management teams for possible implementation; determines technical training needs for staff and implement professional development programs.
- Monitors and analyzes state and federal legislation related to IT and testifies at local legislative hearings.
- Identifies and develops proposals for alternative funding sources for Judiciary IT initiatives, prepares cost analysis, staffing and project plans.
- Assists professional staff in preparing for IT committee meetings and works with the CTO to provide accurate reporting of JID activities.
- Assists the CTO in ensuring adequate IT support, hardware and software are provided to judicial entities around the state including networking, hardware, and software support.
- Coordinates with other AOC divisions to help ensure future plans are aligned with JID standards and processes. Develops strong working relationships based on trust and transparency.
- Participates in management team meetings and other IT meetings. Assists the CTO in the development of the Judiciary Information Technology Plan.
- Other duties as assigned**.**

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate experience in IT project planning and execution; budget development and management; policy development; successful oversight of multiple simultaneous projects; preparing and delivering presentations to executive audiences; presenting and testifying before a legislative or similar body; knowledge and understanding of judicial entity technology trends and emerging technologies, programming languages, operating systems, networking, storage, backup, database and telecommunications mythologies, case management application functionality and support, client system support tools, industry standard security and disaster recovery practices; and the ability to establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Information Technology, Business Administration, Public Administration, Management, Project Management, Computer Science, an IT related engineering field or other related field.

Education Substitution: Four (4) years of directly related and relevant experience.

Experience: Nine (9) years of general IT experience, and three (3) years supervisory experience. The following specific concurrent experience must be included within the general experience requirements:

- Five (5) years of experience in project management, including planning, scheduling, allocating resources and prioritizing technical tasks and projects;
- Five (5) years of experience supervising technical staff;
- Three (3) years of experience managing budgets;

- Three (3) years of experience negotiating and managing contracts, software licensing and hardware acquisition; and
- Three (3) years of experience in IT policy analysis and development.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for general experience at a rate of thirty (30) semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required or for the supervisory experience.

Supervisory Substitution: An additional three (3) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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, employeeassistance 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: 04/01/06, 05/01/11 Audited: 06/27/19, Rev: 11/01/19; name change to Deputy Chief Technical Officer 02/13/20, Benefits updated: 02/26/21; Rev: 01/11/22, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 01/25/24, 05/15/25, 07/05/25; Rev Pay Range: 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.