NEW MEXICO JUDICIAL BRANCH

COURT INFORMATION TECHNOLOGY OPERATIONS MANAGER
(Classified)

TARGET SALARY: $96.133-$192,265 annually, or $46.218-$92.435 hourly depending upon experience (pay range MM/OO)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9636JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under administrative direction manage the information technology (IT) operations of a judicial entity and supervise subordinate managers and staff.

EXAMPLES OF JOB DUTIES

- **The Court IT Operations Manager** is responsible for planning, organizing, directing and controlling the activities of the Information Technology division.
- Identifies and analyzes department and judicial entity information systems needs and participates in strategic and project planning.
- Establishes and maintains physical security of a judicial entity and its servers, data backups and offsite storage.
- Develops automation standards and insures documentation for critical function.
- Ensures confidentiality, availability, accuracy, and security of judicial data.
- Oversees the acquisition, inventory and disposal of the judicial entity's IT assets.
- Manages servers and network administration, researches and integrates software applications and hardware equipment within operating systems, desktops, and laptops.
- Prepares judicial entity's IT budget.
- Develops, disseminates and monitors compliance to policies concerning IT resources and security to a judicial entity.
- Prepares judicial entity's' IT budget and ensures equipment and software applications are within budget.
- Evaluates quotes, negotiates contract terms and solicits bids for technology-based products and services.
- Prepares reports, position papers and plans on status cost and utilization used for budgeting and long range planning.
- Develops, implements and manages a disaster recovery policy to ensure availability of IT services.
- Stays abreast of IT innovations, developments and trends in system analysis, administration and operation, program design, software and network architecture.
- Manages licenses, installations, and upgrades of hardware and system related software.

- Meets with and makes presentations to end user, judicial management, judges and legislators.
- Negotiates IT contracts, licensing and procurement services and terms with vendors.
- Monitors internet usage.
- Staffs internal IT committees.
- Implements professional development programs.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of management principles and techniques; project management techniques, supervisory techniques; backup and recovery software, hardware, information technology standards, trends, and techniques; energy technology; internet monitoring software; vendors, equipment type, Request for Proposal (RFP) process, contract terms and requirements; programming languages, operating systems, networking database, telecommunications methodologies and virus protection; industry standard security of computer and information network systems and disaster recovery procedures and equipment; capabilities and capacity of computer equipment, networking and applications; network architecture; and project reporting and tracking methods.

MINIMUM QUALIFICATIONS

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

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Eight (8) years of general IT experience. The following specific concurrent experience must be included within the general experience requirements:

- Five (5) years of experience in project management, including scheduling, allocating resources, and prioritizing technical tasks and projects;
- Three (3) years of experience managing technical staff through subordinate supervisors and/or managers;
- Two (2) years of experience managing or administering budgets;
- Two (2) years of experience negotiating and managing contracts or software licenses or 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.

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: 04/22/06 (IT Division Director), Rev: 05/02/11, 03/16/16 (Court IT Operations Manager), 02/11/20, Benefits updated: 02/26/21, 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.