NEW MEXICO JUDICIAL BRANCH

INFORMATION TECHNOLOGY SPECIALIST MANAGER
(Classified)

TARGET SALARY: $87,828-$175,656 annually, or $42.225-$84.450 hourly depending upon experience (pay range LL/NN)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9655JB
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 general direction, manage servers, computers, peripherals, converged network services and user support operations.

EXAMPLES OF JOB DUTIES

- **The Information Technology Specialist Manager** is responsible for managing and directing the staff in activities related to the overall management of projects.
- Assists in developing and implementing annual judicial entity IT plans and directives.
- Works with management to identify strategic planning initiatives, sets work priorities, and monitors projects.
- Implements, evaluates and supports desktop computers and multi-networked servers.
- Conducts file backups and restorations while ensuring network security.
- Ensures all personnel are updated on topics such as client system requirements, status of client team projects, current or potential issues, strategies, and purchases.
- Plans and troubleshoots upgrades for technical resources, server equipment, and software.
- Recommends appropriate technology solutions and strategic business objectives.
- Writes hardware and software specifications for technology projects, and assists developers with network and hardware issues.
- Evaluates quotes, negotiates contract terms and solicits bids for technology-based products and services.
- Prepares reports, position papers and plans on statuses such as cost and utilization dates for budgeting and long-range planning.
- Determines training needs for staff and implements professional development programs.
- Establishes priorities, reviews standards, procedures and results of completed work.
- Participates in recruitment and selections of new and qualified candidates.
- May manage servers and network administration, research and integrate software applications and hardware equipment within operating systems, desktops, and laptops.
- May manage licenses, installation and operation, program design, software and network architecture.

- Coordinates and evaluates security programs that support the courts security of computer assets.
- May monitor internet usage.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The applicant should demonstrate their knowledge of project management and supervisory techniques; installation, configuration, maintenance and testing of operating systems, drivers, utilities, remote management tools, routers, switches and hubs; IT trends and current technologies; computer and database software, structured query language, programming languages, report writers; computer architecture; hardware and software technical specifications; imaging software and techniques; network design protocols and standards modes; network security; intrusion detection software, encryption, port blocking and fire walls; incident reporting software; IT development standards; networking and applications; troubleshooting techniques; budget analysis and preparation.

MINIMUM QUALIFICATIONS

Education: Bachelors degree in business administration or management, project management, computer science, IT related engineering, or other related field.

Education Substitution: Four (4) years relevant experience, and/or a combination of relevant experience and technical education will substitute for education on a year for year basis.

Experience: Five (5) years of general IT experience. The following specific concurrent experience must be included within the general experience requirements:

- three (3) years of technical experience including but not limited to technical project management, systems analysis, and application development;
- two (2) years supervision.

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

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) 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

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History of Job Description: Dev: 04/22/06, Audited: 05/02/11, Rev: 11/01/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/25/25, 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.