



## **IT MANAGER III (10588)**

**\$86,037.60–\$130,984.80**

**Location: Appellate Courts of Alabama**

### **GENERAL**

The Office of the Clerk of the Supreme Court of Alabama is currently accepting applications from qualified individuals to fill a vacancy in the class of **IT MANAGER III (10588)** for **Director of Information Technology for the Appellate Courts of Alabama**. Applications for this position must be received on or before **Tuesday, November 30, 2021, at 5:00 P.M.**

**Note:** This is a confidential (non-merit) appointment. Confidential employees are exempt from merit-system rules and regulations relating to appointment, tenure, and appeal.

### **WORK SETTING**

The IT Manager III is expected to work at the Heflin-Torbert Judicial Building in Montgomery, Alabama, unless otherwise directed for a special project. The IT Manager III is highly responsible administrative and management work that may include any of the following typical job duties.

### **TYPICAL DUTIES**

**Note:** The following list is not intended to be all-inclusive, as the examples listed may not cover all the duties which may be performed.)

1. Directing IT operations in a moderately complex IT environment with a staff consisting of multiple IT classifications and job roles and responsibilities; or
2. Providing significant assistance and sophisticated enterprise planning services or consulting services regarding several (or all) of the following topics:
  - Case management systems;
  - Database management;
  - Coding and programming;
  - Software needed for enterprise systems, networking, integration, security, appliances, and long-term growth;
  - Hardware, switches, security appliances (firewall/VPN), peripheral devices, virtual services, and networking/enterprise environments;
  - Servers required for networking, remote operations, routing, and enterprise systems;
  - System integration with PCs/Tablets/Mobile devices and peripheral devices;

- Windows servers, SQL, Hyper-V/VMware, MS System Center (DPM, Config Manager, etc.), and general Windows 10/11 desktop operating systems and software;
- Standard best practices for information technology and cyber security protocols;
- Experience in planning training necessary for the management of a complete IT operations team/staff and significant experience in developing Information Technology protocols and policies for a division or agency;
- Disaster recovery operations;
- Planning, management, and implementation of technology environments, equipment, projects, integration, and enterprise/networking architecture;
- Developing Information Technology internal and external security protocols;
- Project management of IT systems that interface with other IT environments;
- Evaluating vendors, analyzing costs, negotiating with vendors, creating budget proposals, evaluating IT contracts, and offering consultation for vendor products, services, systems, and compliance; and
- Examination of privacy protection issues and/or other state and federal requirements in a technology environment.

### **MINIMUM QUALIFICATIONS, KNOWLEDGE, AND SKILLS**

1. Some experience in the majority (or all) of the topics listed under the heading of Typical Duties in this announcement.

2. Candidates should be able to direct and manage and have some experience, training, educational background, hardware, and software associated with the job functions coinciding with the job functions for:

- Programmers and Coders (Programmer Analysts);
- Database Managers;
- Server and security specialists (IT Specialists);
- Associate IT Specialists/Desktop Service; and
- Help Desk Assistance.

Work at this level is impacted by a wide variety of factors such as complex applications; multiple platforms; interaction and joint projects between different functional areas and vendors; number of users; remote locations; and the complexity of the operations, required interface configurations, complex workflow processes and/or applications and delivery personnel. Emphasis is on providing optimal IT systems and services within budgetary constraints to support the business needs of the agency.

3. Candidates should also possess:

- Ability to manage multiple high-profile initiatives simultaneously;
- Ability to manage competing priorities;
- Ability to work cooperatively with outside organizations to meet goals; and
- Experience in managing and securing confidential information.

4. **Five (5) years full-time** supervisory experience in the management and responsibilities of personnel, which includes Manager/Director level responsibilities; supervising and evaluating employees; some familiarity with ADA, FMLA, EEOC and other Title VII guidelines and requirements; project management; developing policies and procedures for a division or agency; managing an IT group, division, or function; strategic long term IT planning; and contract /vendor negotiations.

5. **Ten (10) years** of senior-level IT experience. Abilities to perform some coding, data base management, server and security functions, and desktop services may be necessary. Certifications, professional degrees, or experience with Networking, A+, Network+, Security+, C#, SQL, .net, and other Microsoft licenses will be strongly considered.

6. Bachelor's degree from an accredited\* college or university in any field, Information Technology and Computer Science degrees preferred.

**Note:** Previous experience in owning and/or running your own business may be substituted for some of the required supervisory or senior-level experience, depending upon the circumstances. A Master's or bachelor's degree in Information Technology or related field may be substituted for one (1) year or more years of the required general experience in information technology (depending upon the relevant course work) but **NOT** for the supervisory experience.

### **Policy on Accepting College Coursework, Post-Secondary, and Advanced Degrees**

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, postgraduate, and doctoral degrees will be accepted from the schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NEASC)
- Western Association of Schools and Colleges—Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have **not** been accredited by one of the above accreditation associations **may** be accepted if a **regionally accredited school\*** considers the coursework or degree to be an acceptable prerequisite for admission to an advance degree program or if satisfactory to the hiring Court, hiring Clerk of the Court, or hiring Judge or Justice of the Court.

**Note:** This policy is subject to change. Other state agencies or branches of government may have additional requirements.

\*The term “regionally accredited school” refers to an institution of higher education accredited by one of the above listed accreditation associations.

3. The authoring of technology publications, the attainment of technology certifications and certificates, past project experiences, and technology-related education and coursework may be evaluated when considering IT educational qualifications.

### **HOW TO APPLY**

Qualified individuals may submit their résumé, cover letter, and professional references to:

**Supreme Court of Alabama**  
**ATTN: Office of the Clerk of Court (10588)**  
**300 Dexter Avenue**  
**Montgomery, Alabama 36104-3741**  
[julia.weller@alappeals.gov](mailto:julia.weller@alappeals.gov)  
[matthew.ward@alappeals.gov](mailto:matthew.ward@alappeals.gov)

Submissions must be received on or before **Tuesday, November 30, 2021, at 5:00 P.M.** Submissions received after that date will not be accepted. Selected applicants will be scheduled for interviews at a later date.

**THE APPELLATE COURTS OF ALABAMA ARE AN EQUAL OPPORTUNITY EMPLOYER**