

**Alaska Court System
Class Specification**

DEPUTY CHIEF TECHNOLOGY OFFICER

Range 24

SOC 11-3021

Class Code C3402

Definition:

Under general administrative direction, the Deputy Chief Technology Officer shares overall responsibility for the Alaska Court System's enterprise computing environment including the development and management of network and technical services. Additional responsibilities include staff management, network engineering design, implementation, maintenance, and daily technical operations. The incumbent consults with and advises executives, managers, and Information Services (IS) personnel on all administrative and technical matters concerning computing infrastructure and technology operations and activities. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

The Deputy Chief Technology Officer is a single-position job class. The incumbent is responsible for the management of the most complex technology-based projects and provides supervision and lead direction to information services supervisors.

Independent judgment: The incumbent exercises a high degree of independent judgment in taking necessary action to quickly resolve problems of a complex nature, prioritizing work, and management of personnel.

Supervision Received: The incumbent receives general administrative direction from the Chief Technology Officer.

Supervision Exercised: The incumbent manages network, programming, and technical support supervisors, and directs project implementation including strategies, planning, and prioritizing.

Examples of Duties:

Serve as the primary assistant to the Chief Technology Officer and senior project manager of Information Services.

Provide lead direction and supervision of assigned staff. Plan, assign, schedule, and evaluate the performance of subordinates.

Evaluate current and future technologies and establish overall requirements and planning objectives.

Review computing related solicitations, evaluate system proposals, prepare procurement policies and procedures, and review contracts for equipment and services.

Research and evaluate developments in voice and data technologies for future court enhancements.

Provide technical consulting to court projects requiring computing infrastructure support.

Develop and maintain relevant documentation in the knowledge base support system. Maintain statewide inventories of computer and network equipment.

Make presentations to IS staff regarding computing principles and procedures.

Assist in budget preparation and provide economic and financial information to the Chief Technology Officer on network costs. Review annual budget and Capital Improvement Program expenditures related to network technology.

Develop and implement an Alaska Court System Business Continuity plan performing regular testing in all court locations.

Consult with and advise the Chief Technology Officer on the design, construction, maintenance, operation, and use of computing resources.

Develop and revise division policies, procedures, and standards of services within the sections supervised. Implement policies, programs, directives, and orders as issued by the Chief Technology Officer. Recommend the establishment of computing standards and procedures.

Maintain a continuous review of all division administrative, engineering and operational functions, and implement as necessary.

Perform occasional weekend, shift, and on-call work, and occasional overnight travel.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

The Deputy Chief Technology Officer requires knowledge of:

- The principles, practices, methods, terminology and trends in computing technology, including network engineering and administration, voice and data networking, electronic and digital switching systems, and satellite communications;
- The principles, practices, methods, terminology, and trends in computer infrastructure, servers, personal computers, and peripherals;
- Federal and state regulations covering telecommunications; and
- The principles of administration and personnel management.

The Deputy Chief Technology Officer requires skill in:

- Technical writing, report preparation, interpersonal communications; and
- Excellent verbal and written presentation and communication skills.

The Deputy Chief Technology Officer requires the ability to:

- Analyze technical, economic and administrative problems and make appropriate and effective recommendations;
- Plan, direct, and coordinate the work of others;
- Interpret and apply provisions of federal and state statutes and regulations;
- Deal effectively with clients and with engineers;
- Read and understand legal contracts and blueprints;
- Evaluate equipment and review system proposals;
- Write clear and concise reports, instructions and procedures, technical correspondence or similar material;
- Establish effective personal contacts and cooperative work relationships with internal and External personnel of varied backgrounds and technical knowledge; and
- Establish policies and procedures; and manage large complex technology projects.

Minimum Qualifications:

A bachelor's degree from an accredited college in Communications Engineering, Electronics, Telecommunications Planning, Computer Engineering, Management Information Systems, Information Technology, Electrical Engineering, Mathematics, or a closely related field.
AND

Two years of professional level work experience in a supervisory capacity managing professional personnel in one of these fields.

Substitution:

Four years of professional level work experience in communications engineering, electronics, telecommunications planning, computer engineering, management information systems, information technology, electrical engineering, mathematics or a closely related field may be substituted for the required bachelor's degree.

Preferred Qualifications:

Two years of professional experience using CISCO network hardware, CITRIX terminal services, Intel based hardware, Microsoft Operating Systems and network principles, TCP/IP principles, and data center components including power and cooling requirements is preferred.

Note: This is a partially exempt position serving “at will” to the appointing authority. The terms and conditions of employment are generally covered by the Alaska Court System’s Personnel Rules for partially exempt positions.

Minimum Qualification Questions:

Do you have a bachelor's degree from an accredited college in Communications Engineering, Electronics, Telecommunications Planning, Computer Engineering, Management Information Systems, Information Technology, Electrical Engineering, Mathematics, or a closely related degree?

AND

Do you have two years of professional level work experience in a supervisory capacity managing professional personnel in communications engineering, electronics, telecommunications planning, computer engineering, management information systems, information technology, electrical engineering, mathematics, or a closely related field?

OR

Do you have four years of professional level experience in communications engineering, electronics, telecommunications planning, computer engineering, management information systems, information technology, electrical engineering, mathematics, or a closely related field?

AND

Do you have two additional years of professional level work experience in a supervisory capacity managing professional personnel in communications engineering, electronics, telecommunications planning, computer engineering, management information systems, information technology, electrical engineering, mathematics, or a closely related field?