



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Director of Technology

Title of Immediate Supervisor:	State Court Administrator
Department/Division:	Information Technology / Office of the State Court Administrator
Pay Grade/FLSA Status:	*22 / Exempt
Job Titles Accountable For:	Network Analysts / Programmer Analysts / Business Analysts / Technical Support Specialists / Technology Coordinators

General Summary or Purpose

The Director of Technology is responsible for serving as the chief information officer for the court system. Manages and supervises the overall operations and staff assigned to the technology division. Conducts needs assessments and develops plans to meet the information and technology needs of the court system. Provides expert technical advice and recommendations to the Technology Committee in the development of policies, procedures, and long-range strategic plans for informational technology. Supervises and directs development staff, network staff, and help desk personnel to assure all systems are operational and court staff are receiving the support and assistance needed to assure effective use of the information system(s). Plans, directs, organizes, and manages all department operations and personnel. Supervises personnel directly or through designated supervisors.

Major Responsibilities & Essential Functions

1. Plans, directs, organizes, and manages all department operations personnel.
2. Conducts needs assessment and determines the informational needs of court staff by communicating with users within the system to determine informational needs, requirements, shortcomings, or enhancements to existing information technology systems.
3. Provides expert advice and direction, staff services, and recommendations to the Technology Committee and other various committees and groups concerning the development of long-range information technology strategic plans, policies, guidelines, and procedures to assure the efficient and effective use of technology resources. Develops and monitors the mandated technology plan and monitors the legislative process or legislation that may impact technology. Assists in developing and presenting materials necessary for legislative consideration.
4. Serves as a Project Manager for special projects within the court system such as various integration projects, new program development initiatives, installation and implementation of new systems, enhancements, or upgrades.
5. Provides advice and recommendations to the State Court Administrator regarding technology purchases and coordinates the purchase of hardware and software for the court system.
 - Develops specifications, requirements, and RFP's for larger technology purchases.
 - Negotiates maintenance and service agreements and contracts for critical software and hardware purchases.
 - Confers with, monitors, and coordinates services provided by vendors and users within the court system.
 - Coordinates the purchase, delivery, installation, and setup of technology products.
 - Prepares and coordinates, with the Director of Finance, the technology budgets of the district courts and Supreme Court.
6. Collaborates with and coordinates technology-related projects and initiatives within the court system and other governmental agencies for the purposes of providing improved and effective informational processing systems and programs. Serves as a legislative liaison on technology issues.
7. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a bachelor's degree and five years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the degree and experience requirements.



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Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements

- Considerable knowledge of computers and computing concepts involving computer hardware, operating systems, applications, and other peripheral equipment and devices.
- Considerable knowledge in the principles, practices, approaches, concepts, and trends of network design, implementation, and operation.
- Considerable knowledge of the fundamentals, concepts, methods, approaches, tools, and languages used in informational systems design, development, programming, implementation, and support.
- Knowledge of the fundamentals, principles, practices, and approaches to automated help desk operations and support.
- Basic knowledge of the court system, its functions, relevant laws, and court administrative policies and procedures.
- Knowledge of the general supervisory and management fundamentals, principles, and concepts.

Skill Requirements

- Management and leadership skills to effectively manage department and personnel.
- Skilled in communicating with individuals at all levels within and outside of the organization concerning informational processing and technology needs, concerns, and issues.
- Skilled in organizing, planning, and prioritizing own work priorities, needs, and projects.
- Skilled in various programming languages required within the court system.
- Skilled in the use and operation of personal computers, personal computer applications, and productivity software including Windows operating systems, Microsoft Office, Outlook, PowerPoint, Project, web browsers, and other common productivity and office software applications.
- Skilled in the use of court-specific informational systems.
- Skilled in the conducting of needs assessments and planning for long-range organizational technology needs and requirements.
- Skilled in interpreting and understanding laws, rules, policies, and guidelines pertaining to technology systems and technology management.
- Skilled in the planning, design, and implementation of informational technology projects and systems from designing LAN/WAN networks to programming customized enhancements and reports.

Physical Requirements

- The essential functions of the job typically require: grasping, seeing, walking, sitting, talking, hearing, feeling, fingering, and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment. Work may involve frequent and unanticipated calls for technical assistance or troubleshooting during off hours.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as Sedentary Work: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.



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Job Classification History

- Position description updated 12/10/1997.
- Classification description updated by BCC 3/5/2001.
- Updated description 3/2004 based on the Supreme Court action.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- Minor changes approved by the Personnel Policy Board on 3/22/2019.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.
- *A pay grade exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 9/11/2024 effective 10/1/2024. A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.