

## **Director of Information Technology**

Location: Key West, Florida

The Monroe County Clerk of Court is currently accepting applications for the Director of Information Technology. This is a department manager position reporting directly to the Clerk. The Director oversees and supervises all aspects of the Clerk Office's information technology infrastructure and IT security.

This position leads the short- and long-range budgeting and planning for the IT department, determines where technology can be effectively used to benefit the strategic goals of the organization, manages and maintains the health and security over the Clerk's IT infrastructure, and understands and effectively communicates how new initiatives may affect the existing infrastructure.

Essential Job Functions would include:

- Plan and direct the operation of all the Clerk's Office automated information management systems.
- Supervise IT Department staff.
- Strong skill set in Systems Analysis and Project Management.
- Evaluate production and software capabilities and develop program standards and procedures to ensure accurate, timely, and complete access and reporting of office information.
- Supervise the design, installation, and maintenance of system software and hardware.
- Train system users on operation of equipment and implementation of procedures.
- Research current industry hardware and software developments and advise management on applicability and procurement of systems and programs.
- Develop and direct implementation of information technology and procedures.

Education and Experience:

- Bachelor's degree (computer science, information systems, business administration or other industry-related curriculum);
- Graduate degree preferred (MBA, MIS)
- Sufficient and relevant work experience may be considered in lieu of educational requirements.
- 7 years proven track record of relevant IT management experience.
- Experience working in a collaborative team environment.
- Experience with overseeing or managing a court case management system (Odyssey) or ERP system (Workday) preferred.

Salary is dependent on qualifications. Send cover letter and resume to [apply@monroe-clerk.com](mailto:apply@monroe-clerk.com).