

THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA BARBARA



# INFORMATION TECHNOLOGY DIRECTOR



View/listen to a recorded webinar about this job opportunity  
(recorded 12-21-16) at:  
<http://tinyurl.com/ITDirectorWebinar>

## CAREER OPPORTUNITY

The Superior Court of Santa Barbara County is seeking an Information Technology Director who will, under the direction of the Court's Executive Officer, plan and manage the Court's technology projects and programs. This management position is responsible for program planning and budget development, project and portfolio management, coordination, and goal setting for the information technology area.

**CLOSING DATE FRIDAY JANUARY 6, 2017 at 5:00PM PST**

## SANTA BARBARA SUPERIOR COURT

Santa Barbara County Superior Court is a political sub-division of the State of California Judicial Branch. In the trial or superior court, a judge, and sometimes a jury, hears testimony and evidence and decides a case by applying the law to the facts of the case.

## MISSION

The mission of our Court is to protect constitutional rights and liberties, apply the law equally, resolve disputes, and reconcile relationships in a fair and timely manner.

The Court aspires to be an innovative organization providing exceptional service in a responsive and professional environment.

### Core Values: C.R.E.A.T.I.V.E.

C ompassionate  
R espectful  
E thical  
A ccountable  
T imely  
I mpartial  
V ital  
E ngaged

## DEFINITION

Under general direction of the Court Executive Officer, this management level position is responsible for the information technology functions, operations, and resources of the court.

## DISTINGUISHING CHARACTERISTICS

This management position is responsible for program planning and budget development, project and portfolio management, coordination, and goal setting for the information technology area. It is distinguished from other manager classes in that it is responsible for managing the information technology functions, operations, and resources of the court.

## JUDGMENT & RESPONSIBILITY:

The incumbent has full managerial responsibility, directly and/or through subordinate supervisors, for other employees and receives general direction on a wide variety of assignments. This position has overall management authority and responsibility for the application of information technology in the court. Established policies, procedures, and standards are often not available or may be so general in nature that the incumbent must exercise considerable discretion with respect to assignments and duties. Errors in work or judgment could result in the loss of important data and inefficient or erroneous court operations.

## SUPPLEMENTAL INFORMATION:

Independent travel between Court locations, facilities and work sites will be required.

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# EMPLOYMENT STANDARDS

Any combination of training and experience that would provide the required knowledge and abilities including the knowledge of computer systems technology and resources, telecommunications, audio and video technology, document and content management systems, electronic records, local and wide area networks, programming, and database administration is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to graduation from an accredited college or university with a Bachelor's degree in computer science, information systems, or a related field and four years of progressively responsible experience in information technology, including two years in a supervisory position.

**Knowledge of:** principles and practices of business and personnel management; application development principles and methodologies; project resource and management tools, including various methods and strategies to procure funds; industry technologies and technology trends; information security principles and methodologies for protecting digital assets; strategic planning, vendor management, contract negotiations, and labor relations; principles, practices and techniques of budget preparation, monitoring and control; knowledge of the business functions and case processing operations in the Courts.

**Ability to:** plan, organize, direct, manage and evaluate the staff and programs of an information technology unit of a public organization; motivate, mentor, and develop personnel; logically conceptualize and analyze court system requirements, including evaluating user requirements, and find creative solutions that consider short- and long-term court needs and systems interdependencies; ensure compliance with Federal, State, and Local rules and legislation; develop applications and solutions using state-of-the-art technology to meet the needs of the court; understand, anticipate, and evaluate changes in business requirements and develop creative solutions; manage expectations with executive and judicial sponsors; conduct cost and operational studies and analysis; present complex technical and business concepts and information, including benefits and effects, in a way that can be easily understood by the audience; communicate formally, professionally, and effectively in both oral and written form; implement management of change efforts across the Court to ensure successful adoption of new technology; develop short-and long-range plans to meet current and future business needs; work effectively as a member of a collaborative management team to seek and implement court business solutions; work effectively in a matrix project or program team with internal and external stakeholders to build consensus and establish effective working relationships in a diverse environment; establish and maintain effective working relationships with the judiciary, court management, technology personnel and County agencies.

# LOCATION

Santa Barbara County, along California's Central Coast, is a land of beautiful coastline, rolling hills covered with oaks and vineyards, agricultural regions, and a renowned National Forest. Incorporated cities include Santa Barbara (county seat), Santa Maria, Lompoc, Solvang, Carpinteria and Guadalupe. Community celebrations as diverse as Old Spanish Days, Danish Days, Rodeos, Flower, Avocado and Lemon Festivals and an International Film Festival ensure that there is something here for everyone.

Santa Barbara County is an area of just over 2,700 miles and has a population of 444,770 people. Santa Barbara County has a number of institutions of higher learning including University of California Santa Barbara, Westmont College, Fielding Graduate University, Antioch University, Pacifica Graduate Institute, Allan Hancock College and Santa Barbara City College.

With an average temperature near 70 degrees, Santa Barbara County is a great place to work and live.

## APPLICATION PROCESS

**CLOSING DATE:**  
**FRIDAY JANUARY 6, 2017**  
**5:00PM PST**

Original Santa Barbara Superior Court Application form required. Applications may be accompanied by a resume, but not in lieu of a completed application form.

You can apply online at:  
<http://tinyurl.com/ApplySBCourts>

Or application forms may be obtained on  
<http://www.sbcourts.org/gi/HR/application.asp>

or by calling 805-882-4739.

Completed hard copy application may be submitted at:

**Superior Court  
Human Resources  
118 E. Figueroa St.  
Santa Barbara, CA 93101**

**Applications must be received  
by 5:00PM; not accepted via  
Fax or Email.**

## SALARY & BENEFITS

### SALARY:

\$61.14 - \$74.64 Hourly  
\$4,891.06 - \$5,971.22 Biweekly  
\$10,597.31 - \$12,937.63 Monthly  
\$127,167.66 - \$155,251.62 Annually

### BENEFITS:

This position includes a generous benefits package which currently consists of:

#### INSURANCE BENEFITS:

Benefit Allowance: \$311.54 Biweekly Cash Allowance  
Health Insurance Court Contribution Maximum:  
Medical – \$311.00 Twice Monthly  
Dental – \$13.03 Twice Monthly  
Flexible Spending Plan:  
Health Insurance Pretax Premiums  
Medical/Dependent Care Spending  
Life/Accident Insurance for employee and family  
Disability Insurance: Court paid Long Term Disability Insurance  
Life Insurance: \$20,000 Term Life

#### RETIREMENT BENEFITS:

Retirement Plan: The Court offers a Defined Benefit Plan.  
457 Deferred Compensation Plan: Voluntary Benefit

#### LEAVE BENEFITS:

Paid Administrative Leave - Eligible for up to 104 hours per year (subject to Executive approval)  
Holidays: 13 paid holidays, plus 1 floating holiday  
Sick Leave: 12 days per service year  
Vacation:  
0-2 years - 12 days per year  
2-4 years - 16 days per year  
4-10 years - 19 days per year  
10-14 years - 22 days per year  
14+ years - 25 days per year  
Alternative Transportation Benefit (TDM):  
.62 Vacation Hours Biweekly

For a complete description and listing of benefits go to:  
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