

**Alaska Court System
Class Specification**

CHIEF TECHNOLOGY OFFICER

Range: 25

EEO4: 01

SOC: 11-3021

Class Code: C0196

Definition:

Under general supervision, serves as the principal executive officer of the Alaska Court System's Information Services Division. The Chief Technology Officer is responsible and accountable for the planning, staffing, and operation of the division and has substantial responsibility for the determination of policy and for the way in which policies are carried out.

Distinguishing Characteristics:

The Chief Technology Officer is a single-position job class which requires a high degree of independent judgment to diagnose areas of need in the information technology function and to develop and implement practical and affordable solutions.

Supervision Received: The Chief Technology Officer reports to the Administrative Director or Deputy Administrative Director.

Supervision Exercised: The Chief Technology Officer oversees Information Services and Support employees.

Complexity of Tasks: Difficult work on highly technical or involved projects, presenting new or constantly changing problems.

Examples of Duties:

Develop and implement plans to meet the court system's information technology and communications needs.

As the final department authority, is fully responsible for the activities and decisions of the department, supervising programs and personnel, directing all work of the department including internal administrative functions such as budget, supply and personnel.

Analyze workloads, methods, procedures, organizations, forms and reporting systems for operational improvements.

Responsible for the acquisition, operation, and maintenance of all automated systems.

Responsible for developing technology standards.

Maintain inventory and licensing of all hardware and software.

Serve as liaison between the court system and technology groups in the executive branch and other agencies with which the court system interacts.

Perform other related duties as assigned by the Administrative Director and/or the Deputy Administrative Director.

Knowledge, Skills, Abilities:

The Chief Technology Officer requires knowledge of:

- Computer systems, technology, concepts and applications; database management systems and network communications and Internet technologies.
- Court operations and programs.
- Principles of public administration; effective management and supervisory principles.

The Chief Technology Officer requires the ability to:

- Exercise authority and instill confidence in managing a program subject to potentially high scrutiny by other departments, outside agencies and the public.
- Speak effectively before public groups and legislative committees.
- Supervise and maintain cooperative relationships.
- Successfully fulfill the mission of the court system.
- Analyze problems and develop solutions.
- Function independently.

Minimum Qualifications:

Five years of information processing experience, including information management, data communications, database administration, programming and design, and technical services.

Substitution:

A bachelor's degree from an accredited college in public or business administration, computer science, or a closely related field may be substituted for up to four years of the required work experience.

OR

A master's degree in a related field may be substituted for up to two year of the required work experience.

Preferred Qualifications:

At least one year of management experience.

Note: This position is in the partially exempt service; incumbents serve "at-will" to the appointing authority.

01/03 – Original
12/04 – Revised (title change)
02/14 – Revised
05/14 – Revised, WPA
05/15 – Change EEO