



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

**CLASS TITLE: GENERAL MANAGER, I T – COURT ADMINISTRATION**

**CLASS CODE: 31621**  
**FLSA: Exempt**  
**WC Code: 8810**  
**PAY GRADE 16**

### **MAJOR FUNCTION(S)**

The Chief Information Officer for Court Administration directs and administers information flow for the Court, including acting as the Court's Public Information Officer and managing the policies and strategies of the Court's technology development. This is Executive level work leading the analysis, development, implementation and maintenance of projects, processes, procedures and systems assuring compliance with the information technology strategic plan for the Judicial Branch.

**ILLUSTRATIVE DUTIES** (Note: The illustrative duties as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Illustrative duties are not to be used for allocation purposes.)

A position in this job class is responsible for the following duties for information management and/or issues within their functional scope of assignment:

- Provides leadership and senior level of expertise across all aspects of the information management lifecycle.
- Directs, administers and communicates information.
- Provides leadership and executive management over all resources involved.
- Determines and administers internal organizational practices and policies consistent with those of the Court.
- Develops strategic plans for information management and emergency preparedness.
- Develops and administers budgets for information management.
- Directs and manages development of systems for tracking, monitoring and controlling resource utilization, project management and service delivery.
- Manages research and analysis of problems, and formulates and implements effective solutions.
- Estimates and approves resources needed for completion of assigned functions.
- Assigns and manages staff in response to and resolution of requests for assistance with projects, processes, procedures and systems.
- Ensures appropriate documentation and training as necessary for assigned functions.
- Participates as necessary on committees and task forces and ensures that the work accomplished is effective and efficient.
- Submits staff recommendations for improvements to policies, systems, processes and guidelines.
- Maintains "state-of-the-art" skills as necessary to keep current with technology, and trade and professional best practices.

**KNOWLEDGE, SKILLS AND ABILITIES** (Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing department.)

- Knowledge of overall information management, including public information management as well as appropriate technologies for managing information needs.
- Knowledge of professional best practices.
- Ability to assess technology capacity and needs including long range goals and resource allocation.
- Ability to work with all levels of County officials and employees.
- Ability to prepare operating plans, performance reports and develop long range strategic plans.
- Strong interpersonal skills.
- Presentation skills.
- Facilitation skills.
- Skill in oral and written communications.
- Ability to communicate technical language.
- Skill in planning, organizing and controlling resources, projects and service delivery.
- Ability to direct and manage independently.

### **JOB FACTORS**

- Educational Requirements: Bachelor's degree within specific subject area related to job functions.
- Experience: More than seven years.
- Nature of Relationships: Interaction requires considerable persuasiveness and leadership skills to obtain action, consent, agreement or approval. May involve difficult negotiations or a high degree of diplomacy and judgment.
- Written Communications: Documents are meant to convey the results of analytical processes and present issues, theory, persuasion, etc.
- Contacts: There is continuous contact with top management within the Court and / or with senior / executive levels of external parties. Discussions and decisions based on these contacts are critical to the success of the Court.
- Budget / Fiscal Responsibility: Develops/manages budget and / or fiscal processes for the entire information management responsibility of the Court.
- Independence: Minimum direct supervision; requires an innovative, creative thinker to initiate long range programs, goals, policies and procedures Ability to foresee and evaluate possible problems and to plan alternative solutions in order to nurture growth and stability within the Court.
- Innovation / Knowledge Transfer: The incumbent is continuously expected to adapt and more often than not expected to apply creative and/or innovative innovations, ideas and/or solutions to existing problems; initiate, participate, and/or collaborate on "breakthrough thinking"; direct organizational resources in support of new ideas.
- Physical Exertion: Standard movements with limited physical exertion required for work.
- Safety Risk: Work involves minimal risk to self or others during normal routine.
- Type of Supervision: Executive management level responsibilities.

**MINIMUM QUALIFICATIONS**

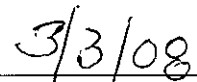
A Bachelor's Degree from an accredited college or university in Information Management, Business Administration, or Public Administration or a related field and seven to ten years of progressively responsible professional experience as described herein, three of which must have been in a supervisory or management capacity. A Master's Degree may be substituted for two years of the non-supervisory experience.

Progressively responsible professional experience as described herein may be substituted on a year-for-year basis for the required college degree.

**APPROVED BY:**

  
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Joanie Whitley – GM Human Resources

**DATE:**

  
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3/3/08

Effective:

History: 05/16/2007