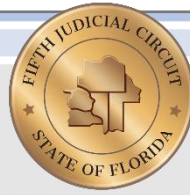


THE STATE OF FLORIDA



STATE COURT SYSTEM

## JOB OPPORTUNITY BULLETIN

POSITION TITLE: OPS Information Resource Management Consultant

OPEN DATE: 1-15-2020

CLOSE DATE: Open Until Filled

POSITION NUMBER:

SALARY: \$34.81 per hour

JOB LOCATION: 5<sup>th</sup> Judicial Circuit

HEADQUARTERS: TBD

### General Description

The essential function of the position within the organization is to serve in a leadership role in the management of technology projects for the trial courts. The position is responsible for projects of responsibility, providing consulting services for trial courts, preparing/developing documents and reports, and staffing for various committees and commissions. The position works under general supervision independently developing work methods and sequences under the direction of the Trial Court Technology Officer (CTO).

### Examples of Work Performed

(Note: The examples of work 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.)

Serves in a leadership role in the management of assigned technology projects for the trial courts.

Provides scheduling and coordination between contractors, judiciary, staff, and other stakeholders.

Provides system support, including writing and updating system training manuals and conducting system training and demonstrations.

Works with teams to study, analyze and plan for major technology projects; analyzes program goals and objectives to identify opportunities to utilize information technology to achieve maximum efficiency.

Provides consulting services for trial courts, including making site visits to evaluate systems and preparing reports, analyses, and recommendations.



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Performs administrative functions, such as preparing surveys, reports, grant applications, purchase requests, budget requests or memoranda; develops ITN's, RFP's, contracts and statements of work.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve technical or professional skills.

## **Knowledge, Skills, and Abilities:**

### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the administration of grants or the handling of moderate amounts of money.

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.



**Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, scientific or legal practice to diagnose or define problems, collect data and solve abstract

problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

**Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit; may affect other work units.

**Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervises the handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

**Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **Education and Experience Guidelines**

**Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business management, computer science, management information systems or a closely related field.

**Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a



year-for-year basis, excluding supervisory experience. Four years of related experience.

**Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Submit a current State of Florida application (found at [Circuit5.org](http://Circuit5.org)) and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Robin Hamel, Human Resources Manager  
Office of the Trial Court Administrator  
P.O. Box 7800  
Tavares, FL 32778  
(352) 253-1607  
[rhamel@circuit5.org](mailto:rhamel@circuit5.org)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL 352-742-4221. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771



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