

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION: Director of Information Technology

CLASSIFICATION/
SALARY RANGE: Unclassified/Exempt
\$71,864.00 – \$102,211.20

DURATION OF EMPLOYMENT: Full-time employment following successful
completion of 180-day probationary period

JOB DESCRIPTION AND
QUALIFICATIONS: SEE ATTACHMENT

PRE-EMPLOYMENT
TESTING REQUIREMENTS: Criminal Background Check; Social Media;
Drug and Alcohol Testing

APPLICATION: Letter of Interest and Resume must be sent
via email in word/pdf format to:
hr@summitpcourt.com

POSTING DATE: Applications accepted **beginning May 18,
2026. Position open until filled.**

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Director of Information Technology	GRADE:	33
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	1 of 4

POSITION SUMMARY:

Under the direction of the Court Executive Officer, the Director of Information Technology provides leadership, oversight, and strategic direction for all technology operations of the Court. This position is responsible for planning, implementing, and managing the Court's information systems, network infrastructure, and technology resources to ensure secure, efficient, and reliable operations. The Director works collaboratively with judges, administration, and staff to support daily court functions, enhance system performance, and advance technology initiatives that improve access to justice and operational effectiveness. Performs other related duties as assigned. The Director may be called for system emergencies after business hours or on weekends.

JOB DUTIES AND RESPONSIBILITIES:

1. Lead the daily operations of the Court's Information Technology Department, including supervision of staff, assignment of duties, and coordination of all technology-related functions to ensure efficient, secure, and reliable service delivery across all divisions of the Court. Coach and provide feedback on work performance to IT staff. Conduct annual performance evaluations of IT staff in accordance with court policies and procedures.
2. Serve as the Court's subject matter expert and primary resource for the Court's case management system. Evaluate, recommend, and implement both day-to-day updates and long-term system enhancements. Manage and maintain records of any software changes with vendors, and ensuring all requested changes are properly documented, prioritized, tested, and communicated. Coordinate with vendors and internal staff to test system updates, troubleshoot issues, and ensure the integrity and performance of all applications.
3. Ensure that all system interfaces are monitored and maintained, including integration with the Clerk of Courts and other external partners. Implement any necessary system adjustments to ensure accurate and timely data exchange.
4. Monitor and manage the court's internal service ticket system to ensure the department is providing responsive technical support for the case management system and all court technology systems, addressing user issues related to hardware, software, and system functionality in a timely and professional manner.

Date Adopted:

Date Revised: 4/16/26

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Director of Information Technology	GRADE:	33
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	2 of 4

5. Plan, implement, and manage the Court's overall technology environment, including network infrastructure, servers, hardware, and software systems. Assist in the design, implementation, and ongoing support of advanced courtroom technology, including audio/visual systems, digital recording platforms, and remote conferencing capabilities.
6. Oversee and ensure in-person onboarding for all new staff on the use and operation of court technology resources, including desktop computers, laptops, and tablets, as well as all court-supported software applications.
7. Provide training for attorneys and litigants on the use of courtroom technology equipment.
8. Update and maintain court information security policies and protocols. Conduct ongoing security and penetration testing. Implement and maintain a user cybersecurity awareness training and compliance program. Implement and conduct regular system security testing for users including phishing and social engineering attack simulations. Monitor remediation compliance for any vulnerabilities.
9. Serve as the Court's LEADS LASO (Local Agency Security Officer). Monitor compliance with LEADS security protocols.
10. Maintain current knowledge and expertise in current court technology practices and products.
11. Provide ongoing training and regular updates to court staff related to system enhancements, CMS modifications, cybersecurity practices, and evolving technology systems to ensure effective and consistent use of all Court technology resources.
12. Oversee and monitor disaster recovery systems, backup processes, and data integrity protocols to ensure business continuity and compliance with established recovery standards. Conduct periodic disaster recovery drills to evaluate effectiveness of recovery protocols.
13. Develop and maintain a strategy for hardware lifecycles to ensure reliability and performance of the Court's technology infrastructure.
14. Oversee maintenance and updates to the Court's website.
15. Represent the Court externally in technology-related purchasing decisions, IT committees, and planning initiatives. Participate and advocate for the court in all aspects of the procurement process for

Date Adopted:

Date Revised: 4/16/26

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Director of Information Technology	GRADE:	33
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	3 of 4

technology-related purchases, including developing specifications, evaluating vendor proposals, and making recommendations. Coordinate with the Court Executive Office regarding current and future technology needs, including lifecycle replacement planning and infrastructure investments. Provide cost estimates for repair or replacement of technology resources.

16. Maintain and strengthen relationships with technology vendors and service providers to ensure high-quality service delivery and alignment with the Court's operational goals. Supplement in-house IT resources, when necessary, by identifying, procuring, and managing contracts for specialized technical services or projects.
17. Develop and maintain a continuing education program for court IT staff to ensure staff proficiency in using and managing current and future technology products.
18. Assist with and coordinate all IT-related audits, inventory management, and requests for technology-related information or CMS data. Maintain a comprehensive and up-to-date inventory of all Court IT assets, including hardware and equipment, tracking lifecycle status, assignment, and location. Ensure that outdated, surplus, or decommissioned equipment is properly documented, secured, and disposed of in accordance with County policies, procedures, and applicable data security standards.
19. Develop the budget for the Court's IT department, including staffing, training, hardware and software acquisitions and maintenance as well as vendor contract costs.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Education and Knowledge Requirements: Completion of a Bachelor's degree, preferably in a technology-related discipline. Microsoft System Administration and Microsoft 365 advanced training and/or certification, Cisco or Aruba network administration training and/or certification, cybersecurity training and/or certification, Project Management certification, or equivalent work experience in the following: Court Case Management Systems, VMWare configuration and administration, Active Directory, Windows Server Administration, network administration and configuration, firewall configuration and administration, Microsoft 365 deployment and administration, desktop and server

Date Adopted:

Date Revised: 4/16/26

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT
An Equal Opportunity Employer

POSITION TITLE:	Director of Information Technology	GRADE:	33
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Court Executive Officer	PAGE:	4 of 4

Skills: hardware deployment and maintenance, and IP Telecommunication systems deployment and maintenance. Experience with evidence presentation and audio-visual technology and/or video conferencing systems is a plus.

Proficiency in: Microsoft desktop applications and server administration; hardware and software troubleshooting; web and database applications including Edge, Google Chrome, Zoom, and the Microsoft 365 Suite. Ability to communicate clearly and tactfully both verbally and in writing. Ability to lead and motivate staff. Ability to write policies, procedures, and department budgets (developed after employment); operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications. Proficiency in the use of court case management systems to monitor caseloads and provide performance metrics.

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee will often be required to perform intricate functions with hands.

The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 50-75 pounds.

Mental Ability: This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.