

# **ARIZONA CRIMINAL JUSTICE COMMISSION**

1110 W. Washington, Suite 230, Phoenix, AZ 85007

## **INFORMATION TECHNOLOGY SPECIALIST V**

(This position is not covered by the State Merit System)

**Posting Date: February 24, 2012 - March 23, 2012**

**Salary Range: \$75,000 - \$85,000    Grade: C5    Location: Phoenix**

**AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY**

The Arizona Criminal Justice Commission (ACJC) has an opening for an Information Technology Specialist V position. This is a permanent full-time position with great benefits, an ideal work environment that includes free covered parking, front door access to public transit and an on-campus cafeteria.

### **Purpose/Objective**

This position has responsibility for managing the information technology needs for the agency and leading the technology strategic planning, integration and solution delivery for the Criminal Justice Records and Systems Improvement Program. The successful candidate will provide strategic leadership and general direction to the Criminal Justice Commission and criminal justice agencies statewide. This position will partner with other criminal justice agencies to assist with technology integration projects from inception through implementation and maintenance.

### **Essential Duties and Responsibilities**

- Manage agency IT environment and internal projects and IT staff
- Organizing and/or participating in project kick off meetings
- Defining project scope; facilitating technical/operational requirements; tracking/managing projects to successful completion
- Communicating status, issues and risks to project stakeholders
- Providing leadership to cross-functional project teams
- Delivering technical estimates for new opportunities

### **Key Competencies**

- Infrastructure knowledge about hardware, networks, business applications, systems security and disaster recovery.
- Ability to set clear objectives and measures; monitors process, progress and results
- Organizes resources to complete all tasks; can orchestrate multiple activities at once to accomplish goals
- An effective planner who accurately scopes out the length and difficulty of projects; completing work within established guidelines
- Demonstrates project leadership, and maintains project documentation.

## Knowledge, Skills and Abilities

The successful candidate will be a team player and participate fully in coordination efforts within the criminal justice system. The position requires knowledge of the Arizona criminal justice system and applicable rules and regulations.

- Knowledge of office based network and computers; data center hosted servers, and integrated system connectivity among other office and data center locations.
- Knowledge of: **Internet connectivity and utilization** (uptime, monitoring and reporting); **Communication** (email, system alerts); **Security Controls** (Firewalls, VPN, Domain/Group policy, Antivirus, remote access); **Business Continuity** (backup, restore); **Computers, laptops, mobile devices** for virtual office environment; and **Business/office** software and applications.
- Knowledge of Arizona criminal justice records and system integration
- Excellent written and verbal communication skills
- Skilled in project management principles and practices sufficient to determine program direction, plan work and set goals, monitor and evaluate accomplishments.
- Skilled in the role of communicating as a facilitator or presenter
- Ability to work closely with decision makers and stakeholders to identify, recommend, develop, implement and support cost-effective technology and scalable solutions for all aspects of IT.
- Ability to implement and document IT policies, procedure and best practices as well as create and maintain documentation as evidence of compliance.
- Ability to plan, coordinate, direct and manage IT-related agency activities, as well as manage and support daily operational activities of an IT team.

Bachelor's degree from an accredited college or university in MIS, Computer Science or and a Master's in MIS or Computer Science is preferred; or a related field and/or requisite experience that would include six years of progressively responsible experience in IT Project management . Desired skills include System Administration/System Engineering certification in Microsoft or Cisco.