

# NEW MEXICO JUDICIAL BRANCH

## AOC SOFTWARE DEVELOPMENT MANAGER

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

### **SUMMARY**

Under general direction, manage the statewide software development initiatives and supervise the Judicial Information Division Applications Development Team. Ensure that automated and effective business processes are developed, maintained and enhanced. Supervise two or more information technology (IT) professional staff involved in enterprise judicial software development.

### **QUALIFICATIONS**

**Education:** Bachelors' degree in business administration or management, project management, computer science, IT related engineering or other related field.

**Education Substitution:** Four (4) years relevant experience, and/or a combination of relevant experience and technical education will substitute for education on a year for year basis.

**Experience:** Five (5) years of general IT experience. The following specific concurrent experience must be included within the general experience requirements:

- three (3) years of technical experience including but not limited to technical project management, systems analysis and application development;
- two (2) years supervision.

**Experience Substitution:** Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required.

**Knowledge:** Knowledge of management principles and practices; project management techniques; supervisory techniques; employee coaching and performance evaluations; hiring, training, discipline and termination; enterprise IT trends and emerging technologies for statewide judicial software technology implementations; enterprise computer software, including database software, structured query languages, programming languages, development tools, report writers; computer architecture and design; hardware and software technical requirements and specifications; approved hardware and software and the requirement of additional licenses; business and system integration analysis and design and implementation; database structure and table layouts; application development and business process documentation methodologies; application requirements and testing technologies; database schema, system analysis and design; data entry screen design and functional network design; IT software development standards and best practices; project reporting and tracking methods and techniques; administration and customer support best practices; capabilities and capacity of computer equipment, networking and applications; troubleshooting techniques; budget analysis and preparation.

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**Skill & Ability:** **Skill in** project management, delegating and managing work assignments; training, supervising, evaluating and motivating staff; giving direction and mentoring subordinates; communicating effectively with diverse parties both orally and in writing using technical and non-technical language; organizing and setting priorities; multitasking; working independently; developing IT policies and procedures; reviewing, implementing and monitoring budget objectives and expenditures; directing multiple projects simultaneously and meeting project deadlines; preparing and making formal presentations. **Ability to** troubleshoot; research and analyze complex problems logically and recommend alternative courses of action; establish and maintain cooperative working relationships; understand statewide direction of judicial entity automation; participate in short and long-term strategic planning; assess skill levels of members within the team; learn and apply new software development methodologies and information technology tools; and manage time and resources effectively.

#### **EXAMPLES OF WORK PERFORMED**

Manage statewide judicial initiatives for software development and implementation. Manage and direct the staff in activities related to the overall management of projects; train, supervise, evaluate, hire and motivate IT staff of two or more; schedule employees and technical resources, set work priorities and monitor status of projects; work with JID management to identify statewide strategic planning initiatives, assist in developing annual IT plan and implementing IT directives; coordinate work efforts of the Applications Development Team with other IT groups and statewide judicial end-users to determine system requirements for new applications and enhancements; successfully bring new statewide judicial entity applications and enhancements into production; develop and administer quality assurance strategies and practices, employ appropriate quality control methods; work with IT staff and end user to resolve complex problems; determine or develop systems architecture. Work in collaboration with agencies outside the judiciary (such as: TSB, NMDOT, MVD, and JISC) to develop and implement new inter-agency justice applications. Work with members of the statewide judicial community to determine how to automate current manual judicial entity processes; respond to end users when problems arise with judicial entity data and determine nature of problem and provide solution to problem; update maintenance tables as new information is added, changes needed or inconsistencies corrected; create specialized reports, queries and databases; perform database implementation and administration; demonstrate new and modified applications to end users; evaluate feedback to determine necessary reworking of the prototype(s); monitor and maintain system security; determine level of access; develop and administer role based security to ensure appropriate authentication and authorization to end-users, developers, and database administrators; determine training needs for staff, find and implement professional training and development programs; participate in recruitment and selection of new employees; meet with business analysts, end-users, and functional and technical management to discuss and resolve current issues and projects; evaluate emerging technology and techniques; determine priorities, review standards, procedures and results of completed work.

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### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and carry up to 40 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions.