

September 18, 2024

**JOB VACANCY ANNOUNCEMENT**

**Administrative Office of the Illinois Courts**

*Applicants may be required to submit additional material and/or complete job specific tests for this position.*

<b>Position:</b>	Deputy Chief Information Officer
<b>Division:</b>	Judicial Management Information Services (JMIS)
<b>Salary:</b>	\$ 129,111 per year or commensurate with experience
<b>Benefits:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
<b>Location:</b>	Chicago or Springfield, IL
<b>Reporting Relationship:</b>	Chief Information Officer

The Administrative Office of the Illinois Courts' JMIS Division is seeking a Deputy CIO to provide critical IT leadership with oversight of IT administration, contracts, and operations and assessment of technology and services for projects assigned to the division. The Deputy CIO will work with and at the direction of the CIO to manage technical resources, staff, and services for solutions delivered throughout the judicial branch. This position evaluates technologies and services, develops and plans projects, evaluates milestones, and assesses deliverables for assigned projects. The position is based in either the AOIC's Chicago or Springfield, IL office and the position will require travel throughout Illinois.

**Essential Duties:**

The Deputy CIO works with the CIO to oversee the day-to-day operations of JMIS, its staff, and third-party partners to ensure projects are completed successfully and on time. The Deputy CIO provides technical, administrative, and planning direction for JMIS projects and must be able to assess and oversee multiple critical projects and be experienced with managing large scale projects through IT staff and 3<sup>rd</sup> party partners. The Deputy CIO is to provide subject matter expertise on software solutions, application development methodologies, data security and database management principles, hardware and software, integration of disparate systems, networking (wired, wireless, TCP/IP, VPN, routing, cabling, etc.), cloud centers, cybersecurity, and telecommunications.

The position requires that the Deputy CIO develop and implement specific framework, procedures, and project management techniques to ensure milestones and timelines are met. The position requires experience with and the ability to manage and direct third-party technology partners to carry out critical projects and functions, ensuring attention to detail, time requirements, and problem resolution. The successful candidate is expected to have experience in evaluating and applying IT standards and best practices, following JMIS procedures and standards from organizations such as CISA, NIST, MS-ISAC, as well as other technical standard resources.

The Deputy CIO must have strong analytical skills and the ability to solve highly complex and time sensitive IT issues with a logical approach. The ability to manage and successfully implement multiple critical and complex technical projects with a high degree of detail. The candidate must have excellent oral and written communication skills and facilitate communication between staff and third-party partners as well as track and write status reports and project plans.

The Deputy CIO will review and participate in the procurement process, evaluate hardware, software, and IT services, as well as explore procurement options including reviewing the state's master agreements and ensure contracts have a clear and defined scope of work, address confidentiality, security, and best practice requirements. The ability to maintain confidentiality regarding IT systems, information processed, and data systems is mandatory. This position requires a disciplined approach to all tasks, high attention to detail, the ability to maintain confidential information, and a detailed working knowledge of Microsoft Office products, including Word, PowerPoint, Excel, Outlook, and Visio. Performs other duties as assigned.

### **Education and Experience**

#### Minimum Qualifications:

- Bachelor's degree in computer science, information technology, or related field of study.
- Eight years of progressive experience in Information Technology.
- Five Years of supervisory experience of IT staff.
- Experience with and management of cybersecurity, hardware and software, data storage and management systems, cloud technologies, application development, Internet services, networking, and IT operations.
- Experience in the advanced use of Microsoft Office (Word, Excel, PowerPoint, Teams, OneDrive).
- Experience in planning, management, and implementation of IT projects and tangible milestones.
- Excellent oral and written communications skills.

#### Preferred Qualifications:

- Master's degree in information technology, MBA, or related field of study.
- Ten years of progressively responsible experience in information technology and managing large IT enterprises.
- Seven years of supervisory experience in information technology.

### **Physical Requirements:**

Professional office work environment and dress. Remote work available. Applicants must have the ability to work additional hours and travel, including overnight stays. The ability to work alone, with colleagues and third-party service providers is important.

Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

**Interested individuals should submit - via email - a letter of interest, resume and completed [Judicial Branch Employment Application](#) to:**

**[CourtEmployment@IllinoisCourts.gov](mailto:CourtEmployment@IllinoisCourts.gov)**

**The posting will remain open until filled.**

**EQUAL OPPORTUNITY EMPLOYER**