

**CHIEF INFORMATION OFFICER
STATE OF MAINE JUDICIAL BRANCH**

LOCATION: Capital Judicial Center, Augusta or Administrative Office of the Courts, Portland

The Job:

The Chief Information Officer (CIO) for the Maine Judicial Branch is a member of the executive leadership team in the Administrative Office of the Courts and reports directly to the State Court Administrator. The CIO leads technology strategies for Maine's courts statewide, directs all technology projects and services, and provides vision and leadership for developing and implementing information technology initiatives for the Maine Judicial Branch. The CIO leads a team of professionals that provide application and technology support to approximately 570 employees and 77 judicial officers in over 33 locations. The CIO oversees the planning, implementation, maintenance, and support of technological systems essential to the business and administrative operations of the of the Maine Judicial Branch, including, but not limited to, the development and maintenance of technology infrastructure, the oversight of an integrated case management system, and the management of all technology applications. Court technology systems include both cloud-based and on premises systems. The CIO is accountable for cybersecurity initiatives and the integrity of the information systems. As the Maine courts address the transformative nature of artificial intelligence technologies (AI), the CIO will play a critical role in developing AI governance procedures and resources. The ideal candidate for this position is a strong communicator who is curious about how technology can enable better court processes and works in a collaborative way to find solutions that work for both users and policy makers,

General areas of responsibility for this position include oversight of multiple complex projects, system integration, application development and maintenance, computer operations and infrastructure, help support services, budget development, and staff supervision.

Salary Range:

\$122,262.40 - \$157,019.20 Annually

What We Offer:

At the Maine Judicial Branch, we value our employees, which is why we offer great benefits. In addition to competitive pay, we provide:

- Work-life balance: 13 paid holidays, 2+ weeks of vacation leave, and 12 paid sick days every year.
- Paid Parental Leave: 4 weeks
- Gym membership and childcare reimbursement programs
- Public Service Student Loan Forgiveness Program
- Health insurance coverage (85%-100% employer-paid for employee-only plan)
- Health insurance premium credit (5% decrease in employee premiums)
- Dental insurance (100% employer-paid for employee-only plan)
- Health and dependent care flexible spending accounts
- Defined Benefit Pension plan contributions
- Voluntary deferred compensation (retirement savings 457 Plan)
- Up to \$1000 Tuition Reimbursement each year
- Employer-paid life insurance (1x annual salary)
- Additional wellness benefits

Responsibilities:

- Serves as a member of Maine Judicial Branch Administration, responsible for the strategic direction of the Office of Information Technology. Must be able to think beyond technology, but also apply technology to court and state government operations in innovative ways.

- Assumes administrative responsibilities beyond the Office of Information Technology (OIT), demonstrating the ability to participate and add to discussions on policies, business processes, budgets, and staffing Branch- wide.
- Provides leadership that demonstrates that the purpose of technology is to provide support for the administration of justice in the Maine Judicial Branch.
- Responsible for recruitment, selection, management, and termination of employees.
- Supervises (directly or through subordinate supervisors) a staff of professional, technical, and clerical personnel engaged in the implementation and maintenance of automated systems and other technology services.
- Supervises and directs development staff, network staff, and help desk personnel to ensure that all systems are operational, and that court staff are receiving the support and assistance needed to ensure the effective use of the information systems, applications, and other technology services.
- Supervises lead project personnel, programmers, system analysts, technical support staff, technical trainers, and other support staff as necessary on projects or plans; reviews and approves/disapproves project plans and prioritizes projects.
- Oversees the development and/or management of all court automated systems, including enterprise information systems, administrative applications, electronic mail, word processing, micro-computing tools, videoconferencing, audio-visual equipment, data services and telecommunications, and technology hardware.
- Manages the development, testing, and evaluation of new releases of software or modules prior to the statewide distribution to users.
- Devises security systems for hardware, software, and data, including providing for the integrity of databases.
- Works as part of a team to develop and manage a continuity of operations plan in the event of a major system failure or building and/or locality disaster.
- Develops and enforces policy and procedures to ensure the protection of Maine Judicial Branch assets and the integrity, security, and privacy of information entrusted to or maintained by the Maine Judicial Branch.
- Provides advice, direction, staff services, and recommendations to the State Court Administrator, Supreme Judicial Court, Trial Court Chiefs, and administrative leadership concerning the development of long-range court technology strategic plans, policies, guidelines, and procedures to ensure the efficient and effective use of technology resources.
- Assists in the development of Maine Judicial Branch policies, priorities, goals, and objectives and assists in their implementation as necessary.
- Provides advice and recommendations to the State Court Administrator regarding technology purchases and coordinates the purchase of hardware and software for the court system.
- Provides advice and recommendations to the State Court Administrator or designee regarding purchases of commercial software identifying alterations or custom designs that may be needed to meet court system needs.
- Develops specifications, requirements, and RFQs/RFPs for technology projects and purchases of hardware, software, maintenance, data network, and other services.
- Negotiates maintenance and service agreements and contracts for critical software and hardware purchases.
- Confers with, monitors, coordinates, and approves costs for services provided by vendors to users within the Maine Judicial Branch.
- Develops and administers the Office of Information Technology's budget and justification for personnel staffing, contract services, operating expenses, equipment needs, travel and capital expenditures; monitors budget appropriations through review and subsequent approval/rejection of all expenditures.
- Reviews budget performance objectives and forecasts fiscal year, biennial, or long-range costs.

- Represents the Maine Judicial Branch to internal and external customers, including the other branches of government, on issues pertaining to other functional areas. The CIO may be required to testify before Legislative committees.
- Ensures that technology services are provided in a timely manner, are of high quality, and meet the business needs of the courts, administration, and other customers.
- Serves as liaison for the Maine Judicial Branch and other state automation policy-making committees for long range planning as well as inter-branch and inter-agency coordination involving technology integration.
- At the request of the State Court Administrator or designee, reviews and identifies fiscal and substantive impacts on technology infrastructure and change management issues from proposed or existing federal and state legislation, initiatives, or rule making.
- Keeps abreast of industry trends and is an active member of the Court Information Technology Officers Consortium (CITOC) and works collaboratively with other States that have implemented Tyler's CMS product suite.

We're Looking For:

- Bachelor's degree in Management Information Systems, Computer Science, Technology Management, Business Management, or related field required
- Ten (10) years of experience in an IT management position, including coordination, oversight, and implementation of IT projects and programs, information technology experience of which six (6) years includes the coordination, oversight, and implementation of information technology projects and programs.
- Five years of executive leadership experience;
- Experience with implementing, maintaining, and supporting complex large-scale automated information systems and networks.
- **Note: An equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position may be considered.**

Skills/Experience/Training Required:

- Ability to collaborate effectively with diverse groups and individuals while pursuing common goals;
- Ability to articulate ideas, suggestions, and recommendations clearly and concisely, both orally and in writing;
- Ability to translate complex technical concepts into accessible language for non-technical audiences;
- Strong communication skills;
- Skill in developing and communicating plans to articulate the purpose, benefits and impacts of change initiatives;
- Extensive knowledge of existing and emerging information technologies and their effective application in court, legal, governmental, or business environments;
- Knowledge of management practices for both cloud-based and on-premises technologies;
- Demonstrated expertise in strategy development, strategic planning, and organizational design and development;
- Knowledge of project management methodologies, including cost estimation and resource allocation strategies;
- Strong knowledge of quality management principles and process improvement practices;
- Comprehensive knowledge of supervision and personnel management principles, including performance monitoring and evaluation;
- Skill in defining responsibilities and holding staff accountable for achieving performance goals;
- Skill in fostering an effective, collaborative, and cooperative work environment;
- Skill in planning and supervising vendor development of software solutions;

- Skill in advocating for policies and resources necessary to develop, deploy, and maintain the Court's IT infrastructure;
- Strong analytical ability to assess complex issues and data, and develop practical and innovative solutions;
- Exceptional organizational skills, with the ability to work independently, prioritize tasks, and meet deadlines across multiple projects;
- Ability to negotiate, propose alternative solutions, and develop consensus among stakeholders with competing interests;
- Ability to establish and maintain effective working relationships;
- Ability to travel throughout the state of Maine as needed;
- Ability to manage large-scale governmental IT procurements, IT contracts, and vendor relationships;
- Ability to develop budget and monitor expenditures while ensuring fiscal responsibility;
- Ability to guide and inspire staff toward achieving program goals through effective supervision, coaching, and mentorship.

How to Apply:

Cover letter, resume, and online application must be submitted online at **<https://www.courts.maine.gov/about/jobs.html>**.

The Judicial Branch is an EEO/AA employer.