



Judicial Council of Georgia Administrative Office of the Courts

JOB ANNOUNCEMENT

JDEX Program Manager

Recruitment Period: Submit resume by March 30, 2018

Number of Positions: One (1) position

FLSA Status:

Exempt

Salary: \$60,000

Position Location:

Fulton County, GA

Job Summary

The Judicial Council/Administrative Office of the Courts seeks to fill a full-time Juvenile Data Exchange (JDEX) Program Manager position within the Information Technology Division. Under the direction of the CIO/IT Division Director, the JDEX Program Manager is responsible for the Juvenile Data Exchange Program within the Information Technology Division of the AOC. This manager supports the Memorandum of Understanding created between the Department of Juvenile (DJJ), the Georgia Council of Juvenile Court Judges (CJCJ), the Judicial Council's Administrative Office of the Courts (AOC) and the Criminal Justice Coordinating Council (CJCC). Specifically, the Program Manager will support the development, implementation, and maintenance of a "juvenile court data repository".

Job Responsibilities and Performance Standards:

- Manage and ensure implementation of project plans for specific JDEX tasks.
- Safeguard delivery of noted outcomes as documented in the current executed MOU.
- Prepare and present statuses through reporting, website updates, committee presentations and other means as described.
- Address requests and concerns presented by committee members and external clients / customers regarding the JDEX Program.
- Manage and coordinate additional needed resources for development, testing, updating and versioning of JDEX Program.
- Provide updates to the CIO as to delays, change in scope, new requirements, etc... or all activities related to JDEX.
- Develop strategy for continued development, support, expansion and possible consolidation of JDEX with other services offered by the JC/AOC.
- Serve as a liaison between the functional users and technical support group to receive, track, and verify solutions to reported JDEX issues.
- Conduct demonstrations of the functionality of the JDEX Application.
- Manage logins and respond to system issues, requests and suggestions.
- Coordinate data analysis needs and assist with reporting and troubleshooting inconsistencies as determined by training groups, committee members or other associated entities.
- Facilitate meetings, travel, and presentations as needed. This includes meeting space, audio/visual needs, refreshments, room setup, contracts, etc.

Minimum Job Requirements:

Bachelor's degree from an accredited college or university in business administration, information technology, public administration, management information systems, or a related field. AND five plus years of experience working with the courts.

A proven track record for support and process implementation, and experience with minor oversight and supervisory responsibilities.

Preferred Qualifications:

Seven years of work experience in automated systems development and/or maintenance which included business requirements gathering and documentation; process flowcharting; technical documentation; assisting/training individual or groups of users of systems; identifying and analyzing systems problems; implementing and converting systems.

Completion of a post-secondary vocational/technical college training program in computer applications, computer technology or a closely related area or two years of college coursework which included at least two courses in computer applications, computer technology or a closely related area AND five years of experience in automated systems development and/or maintenance which included business requirements gathering and documentation; process flowcharting; technical documentation; assisting/training individual or groups of users of systems; identifying and analyzing systems problems; implementing and converting systems.

Preference will be given to applicants with accounts payable entry experience.

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **March 30, 2018**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: JDEX Program Manager

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.