

**LORAIN COUNTY INTEGRATED JUSTICE INFORMATION SYSTEM  
POSITION DESCRIPTION**

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Job Title:	IJIS Director	FLSA Status:	Exempt
Department:	IJIS	Civil Service:	Unclassified
Supervisor:	Chairperson IJIS Policy Board	Salary Range	\$60,000-\$80,000
Employment Status:	Full Time	Location:	Elyria, Ohio

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\*\*\*\* SUBMIT COVER LETTER AND RESUME TO [ijisdirector@loraincounty.us](mailto:ijisdirector@loraincounty.us). \*\*\*\*

**JOB PURPOSE AND OVERVIEW**

The Director of the Integrated Justice Information System (IJIS) is responsible for coordinating the implementation, utilization, and maintenance of computer hardware and software for the IJIS Justice Partners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

The following duties indicate the general nature and level of work performed by the IJIS Director. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at anytime.

1. Oversee the day to day operations for the IJIS department.
2. Provide leadership, advice, and instruction to department employees, and advice and support to IJIS Justice Partners.
3. Continually analyze and evaluate the department structure, work flow, policies, and procedures, and develop revisions as needed.
4. Establish goals and priorities for the department, and plan, implement, manage, and evaluate systems, programs, and procedures to achieve those goals.
5. Develop or approve departmental guidelines, policies, and procedures.
6. Lead and/or participate in the recruitment, screening, interviewing, hiring, training, and disciplining of department employees.
7. Develop and implement orientation and training programs for IJIS Justice Partners.
8. Develop annual budget and monitor department expenditures to operate within budget allocations.
9. Provide short-term and long-term planning to enable the department to meet its goals and objectives.
10. Assess hardware and software requests.
11. Oversee acquisition, installation of all software and equipment.
12. Oversee vendor contractual commitments.
13. Manage and coordinate all Information Technology related projects within IJIS.
14. Perform other duties as assigned by the IJIS Chairperson and Policy Board.

## **QUALIFICATIONS AND REQUIREMENTS**

1. A bachelor's degree from an accredited college or university with specialization in computer science or related field.
2. A minimum of four years experience in Information Technology management with advance knowledge in computer workstation/networking operations with particular emphasis on customer support.
3. A minimum of two years experience in an administrative, leadership, and supervisory position, including supervising both professional and support staff.
4. Demonstrated competence in software and hardware development, utilization, and maintenance.
5. Strong analytical and organizational skills and the ability to function at a high level within a large, complex organization.
6. Ability to supervise managers and support staff, develop and implement policies and procedures, and resolve or recommend solutions to complex problems and situations.
7. Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high pressure atmosphere under severe time constraints. Must have good time-management skills and be highly organized and detail-oriented.
8. Ability to maintain sensitive and confidential information.
9. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences, and to produce concise, error-free documents and reports.
10. Ability to organize and lead meetings of employees, Judges, and other elected officials, and to make oral presentations before public and private groups, employees, and others.
11. Demonstrated dependability, reliability, and excellent attendance record.

Additional consideration will be given to applicants who have any of the following qualifications:

- Experience in Court technology and project management.
- Knowledge of Court operations, and an understanding of legal terminology and trial court procedures.
- Knowledge of case management operations and processes, budget management, and strategic planning, as they pertain to court services and operations.
- Management and administrative experience working for a public organization, or another government entity is not required, but will be a factor in evaluating the candidates. Service in a corporate, non-profit, or other private sector organization that provided an applicant with comparable experiences will be given equal consideration.

The qualifications and requirements listed above are guidelines for selection purposes. Alternative qualifications may be substituted if considered by the IJIS Policy Board to be sufficient to demonstrate the ability to perform the essential duties of the position.

## **EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of this position, the incumbent will exhibit the following characteristics.

1. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with Judges, other elected officials, Justice Partner employees, law enforcement officers, lawyers, outside agencies, businesses, and the general public.

2. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives. Ability to recognize the need for change and respond with flexibility to changing program demands, propose solutions, and ensure that solutions are implemented.
3. Must be conscious of and sensitive to the diversity within the Justice System and be able to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
4. Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials.
5. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.
6. Adherence to all policies, guidelines, practices and procedures; act as a role model both inside and outside the Justice System environment; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

### **AT-WILL EMPLOYMENT**

This position is an at-will employee and serves at the pleasure of the IJIS Policy Board; he/she is not in the classified civil service system and is not a member of a bargaining unit. The IJIS Policy Board is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

*Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.*

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\*\*\*\*additional information – GO TO <http://commonpleascourt.loraincounty.us/Employment-Opportunities.aspx>\*\*\*\*