

# Information Technology Section Manager

**Program/Dept.:** Court Technology / Court Administration  
**Location:** DeLand  
**Position #:** 4223  
**Annual Salary:** \$79,446  
**Deadline to Apply:** Open Until Filled

## Function:

This position reports to the Deputy Court Technology Officer and manages the Desktop and System Support Team, fostering a collaborative work environment. Assigns tasks, conducts interviews, administers evaluations, and approves schedules. Encourages professional development and identifies training opportunities for the team. Develops and implements security policies and procedures. Stays informed about cyber security threats and implements measures to mitigate risks. Strong working knowledge in Microsoft Server, Networking and Firewalls. Participates in strategic planning and decision-making in alignment with organizational goals and initiatives. Oversees projects within the Section. Tracks expenditures and ensures compliance with financial guidelines while ensuring that projects are completed within scope, on time, and on budget. Identify cost-saving opportunities and allocate resources effectively. Identify opportunities for efficiency gains. Manages relationships with external vendors and providers. Ensures vendors meet service-level agreements. Keeps informed about industry trends impacting vendor decisions. Ensures compliance with regulations and internal policies. Establishes and enforces IT governance policies and procedures.

The position will initially be headquartered in DeLand. Headquarters are subject to change based upon the needs of the court. Work hours may include periodic weekends and holidays. Day travel to offices throughout the circuit will be required as needed.

## Minimum Requirements:

Any combination of related college education (computer science, mathematics, business, etc.) and/or experience totaling 7 years. Experience in installing, configuring, and updating software applications, collaborating with software vendors, and ensuring the security of IT resources is also required.

## Knowledge, Skills and Abilities:

Knowledge of various technical aspects, including desktop, Server and Network support, troubleshooting hardware & software issues, and resolving technical problems. Excellent communication skills to effectively interact with end-users, provide basic troubleshooting assistance, and conduct user training. Analytical and problem-solving skills are essential for diagnosing and resolving complex computer problems while documenting the troubleshooting process.

This Volusia County funded position is paid biweekly and includes the Volusia County benefits package. The successful applicant will be subject to a criminal background screening and employment eligibility verification through E-Verify. If not already a Volusia County funded employee, the successful applicant is required to undergo a drug screening test.

## How to Apply

For information on minimum requirements and instructions on how to apply, please visit [www.volusia.org/personnel](http://www.volusia.org/personnel).

Create and submit an online application specifically for this position.

If you require an accommodation to participate in the application/interview process, please contact Anne Pierce at 386-626-6561 or [apierce@circuit7.org](mailto:apierce@circuit7.org) with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7<sup>th</sup> Judicial Circuit Court is an equal opportunity and E-Verify employer.



**SEVENTH**  
JUDICIAL CIRCUIT OF FLORIDA