THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT

POSITION NO:	212960	Date Posted:	May 19, 2025
CLASS CODE:	9141	Closing Date:	**May 30, 2025**
POSITION TITLE:		**Information Technology Director**	
DEPARTMENT NAME:		Administrative Director of the Courts	
WORKSITE LOCATION:		Window Rock, Arizona	

WORKS DAYS/HOURS:		POSITION TYPE:		SALARY INFORMATION:	
Days:	Monday - Friday	Permanent:	☑	Salary Range:	$85,712.40 -$96,486.48
Hours:	8AM to 5PM	Temporary:	☐	Hourly Range:	$41.05 - $46.21
No. Hrs./Wk.:	40	Part-Time:	☐	Grade/Step:	CL70A – CL70E

DUTIES AND RESPONSIBILITIES

Under the supervision of the Administrative Director of the Courts, the Information Technology Director performs professional and complex technical, administrative and supervisory work of considerable difficulty in directing the strategic and operational functions of the Judicial Branch's information technology (IT) systems; supervises all phases of information systems analysis and design, development, programming and maintenance of data and network systems for all Navajo Nation courts and its case management systems; develops and implements the Branch's information technology policies and procedures, and computer applications to process data by electronic data processing equipment; performs other related work as assigned.

Management and Supervision

Provides vision and leadership for developing and implementing information technology initiatives for the Judicial Branch. Responsible for the general operational and administrative direction and supervision of the Judicial Branch Information Technology Office. Hires, manages, organizes, and coordinates the work of IT staff. Assists subordinates in establishing and meeting goals, delineates available resources, and coaches and motivates staff concerning the development of projects, deadlines, and priorities. Develops and establishes procedures for successfully operating the IT Office's administrative systems. Provides technical and organizational leadership to management in assessing and implementing new technologies for all Judicial Branch courts and programs. Ensures technical resources, including staff, are managed efficiently and that technical solutions are implemented to meet the Judicial Branch's IT needs.

Judicial Leadership

Establishes and mentors trust with the courts so that the goals, objectives, and operating procedures are clear, transparent, understood, and accepted. Continually builds and promotes strong business relationships with staff, justice partners, attorneys, and the public.Directs and carries out the IT activities for the judiciary and aligns technology with the Supreme Court's and the Judiciary's vision in concert with industry-accepted and appropriate technologies. Responsible for ensuring system vulnerabilities are identified and mitigated. Prepares quarterly reports and data as requested by executive management. Assists professional staff in preparing for IT committeemeetings and ensures accurate reporting of Branch IT activities. In consultation with the AOC Compliance Officer and the Judicial Branch statistician or Designee, assists in preparing and reviewing statistical reports on court performance measures. Reports on performance measures to the Administrative Director of the Courts and the Chief Justice. Identifies performance hindrances and opportunities for increased performance. Implements new procedures and policies where appropriate. Enforces court security measures for information technology, public information, and records, including timely responses to Navajo Nation Privacy Act or public record requests and media inquiries. Consults with users about system problems and develops specifications to make necessary modifications; oversees implementation. Compiles cost estimates for automation/technology needs for budget development.

Policy Management

Responsible for improving court case flow, cost-effective delivery, service quality, systems security, and business process development.
Review and update the Judicial Branch's information technology policies and procedures, including security controls to protect case management information. Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure. Develop internal IT security policies and procedures; facilitate IT security audits or investigations. Ensure compliance with relevant regulations and industry standards. Direct the development and implementation of court-wide IT policies and procedures and oversee operational or procedural changes needed to ensure IT policy compliance.Research to remain knowledgeable of industry standards, trends, and emerging technologies to support new initiatives, opportunities, and best practices. Develops and implements approved strategic and tactical plans in alignment with the Judicial Branch's IT strategic objectives.

Hardware, Software, Database, and Network Management:

Develops, implements and maintains standards and guidelines for acquiring, installing and using computers, local and wide area networks, application systems and communication and telecommunication systems. Develops system and program specifications. Coordinates and checks progress of system development, testing, and implementation. Provides guidance and technical assistance on specification development and software coding, as needed. Reviews and leads major system development projects and manages ongoing maintenance of related systems. In coordination with the AOC Director, oversee IT vendor contracts, software licenses, maintenance agreements, and other contractual services; determines which technology advances will best serve the judiciary; provides direction on vendor research and the preparation of Requests for Proprosals (RFPs), scope of work and contractual payment planning; and ensures equipment and software applications are within budget and meet business requirements. Works closely with the AOC Finance Office to procure services and equipment.Provides consultation on computer needs, networking equipment, software, peripherals, and file servers. Identifies and

recommends equipment (hardware and software). Maintains files, records, and equipment inventory. Ensures adequate IT support, hardware, and software are provided to courts and programs, including networking, hardware, and software support. Identifies and undertakes automation and information system repair and maintenance.Reviews and verifies system operations concerning court processes and needs. Checks system operation for compliance with requirements. Troubleshoots and repairs hardware and software. Develops, tests and implements customized software applications. Maintains database and networks. Identifies and provides staff training and education programs.

Education, Training and Experience:
A Master's degree in Computer Science, Computer Technology, Systems Analysis, Applications Programming, Business or Public Administration, Judicial Administration, Management, Project Management, IT Engineering or a directly related field and ten (10) Ten (10) years of hands on experience in IT and IT management to include experience negotiating and managing contracts, managing a complex multi-divisional IT department, software and hardware licensing and large hardware/software acquisition and deployment, staffing and/or managing user groups and advisory committees, IT policy analysis, long term IT strategic development and complex multi-million dollar budgets; and six (6) years experience supervising diverse staff; or, an equivalent combination of education, training and experience that provides the capabilities to perform the described duties.

Special Knowledge, Skills, and Abilities:
Knowledge of principles in management, administration, supervision, budgeting, accounting, record keeping, records and file management. Advanced knowledge and understanding of the organization and functions of the Navajo Nation Judicial Branch.Knowledge of trends in the automation/technology field, including hardware, software, networking, and associated areas. Knowledge of computer hardware and software used in Navajo Nation operations, e.g., case management and database programs. Knowledge of technical journals and software/hardware manuals for installing and maintaining networking technology. Knowledge of federal, state, and Navajo Nation laws, rules, regulations, ordinances, policies, and procedures related to telecommunications and computer systems. Knowledge and understanding of Diné Fundamental Laws and Navajo traditional values, concepts, and teachings. Knowledge of computer hardware and software systems maintenance, troubleshooting, and repair. Knowledge of court application systems and court-related software. Knowledge of court and court-related laws, rules, regulations, policies, and procedures. Knowledge of accounting principles. Knowledge of equipment acquisitions. Skill in computer programs and system analysis methods and techniques. Skill in prioritizing, scheduling, assigning, reviewing, and evaluating work. Skill in troubleshooting and resolving computer operating system issues. Skill in assessing, analyzing, and recommending appropriate solutions to automation and/or information technology-related needs. Skill in managing and maintaining databases and networks. Skill in establishing and managing effective and cooperative working relationships among Information Technology staff and with others. Ability to demonstrate a high degree of experience in managing multiple and diverse court programs and staff, policy development, and delivering presentations to diverse audiences. Demonstrated ability to lead and direct change that benefits the court's operations and provides exemplary leadership through integrity, honesty, respect, and effective team-building skills. Ability to apply the principles of programming, networks, troubleshooting, and software maintenance. Ability to operate a personal computer utilizing a variety of software applications.

License/Certification Requirements:
Requires a valid state driver's license. Within 90 days of employment, must: 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, 3) become Financial Management Information System (FMIS) 6B certified, 4) obtain a cardiopulmonary resuscitation (CPR) and first aid certification, and 5) obtain OSHA-10 General Industry training and certification.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
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