

NOTICE OF POSITION OPENING

PROJECT DIRECTOR MISSISSIPPI ELECTRONIC COURTS

The Mississippi Administrative Office of Courts is seeking a proven Project Director for the Mississippi Electronic Courts system. The Mississippi Electronic Courts system is a combination e-filing and case management system used in the trial courts of Mississippi.

This is a salaried position paying a salary of \$70,000 - \$75,000 per year (depending on experience) with insurance, retirement, and other state employment benefits. This is a full-time position.

The Mississippi Administrative Office of Courts is an equal opportunity employer.

To apply, send or e-mail your resume, references demonstrating project management and related experience (minimum of three; must include valid email address and phone number), and a one page single-spaced statement describing how you are qualified for this position:

Lisa Counts, Executive Director
Mississippi Electronic Courts
P.O. Box 117
Jackson, MS 39205

Electronic mail: lcourts@courts.ms.gov

All applications should be received by Friday, April 4, 2014.

PROJECT DIRECTOR

The Project Director of the Mississippi Electronic Courts (MEC) system is responsible for managing the final phase of implementation of the system and for implementing the remainder of the Mississippi courts as using entities. Duties of the Project Director include, but are not limited to, project management, implementation and enforcement of standards and procedures, oversight of day-to-day operations, hiring, contract management, and budget preparation and management.

Education

Bachelor's Degree from an accredited four (4) year college or university in project management, computer science, data processing, business information systems, or a related field with a minimum of ten (10) years directly related experience with a minimum of six (6) years experience as a project manager

Requirements

- Demonstrated success in large, complex project in complex organizations.
- Demonstrates a sense of responsibility and commitment to the public trust.
- Knows how to lead.
- Strong work ethic - is productive, diligent, conscientious, timely, and loyal.
- Service oriented.
- Accountable - accepts responsibility for actions and results.
- Self-manages and is a self-starter.
- Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.
- Strong written and verbal communication skills
- Adaptable to changing conditions and priorities.
- Demonstrated ability to initiate and manage change.
- Demonstrated ability and willingness to perform work within defined specifications and timelines, and to manage conflicting priorities.
- Demonstrated problem solving and decision making skills independently and with others.
- Emotionally mature.
- Supports, motivates, holds accountable and advocates for staff.
- Plans effectively to achieve or exceed goals, sets and meets deadlines.

- Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.
- Must have a valid Mississippi driver's license
- Demonstrated experience with projects in a legal environment is a plus.
- Demonstrated experience with the MEC system or Administrative Office of United States Courts' CM/ECF system is a plus.
- PMP certification is a plus.
- Must be able to travel at times to Mississippi courts and to out-of-state events. Travel will be less than 20% of total work time.
- Overtime will be required to meet stated objectives.

Essential Activities

- Serve as official Project Manager for final phases of MEC development. Projects include, but are not limited to, financial and social services interfaces, further automation of payment and collection activities, two factor authentication, master case index to include auto billing of statutory fees.
- Ensure development, implementation, and regular testing of formal Change Management, Disaster Recovery, Continuity of Operations, and formalized testing procedures for MEC.
- Implement policies and procedures, to include appropriate requirements for qualifying code, architecture, and related changes to production, quality assurance and development environments to ensure a stable and recoverable operating environment.
- Enforce procedures to ensure the protection and stability of the production environment.
- Establish and implement procedures for implementation and support of individual Mississippi courts in MEC.
- Direct long range planning for post deployment upgrades, system replacement, other enhancements.
- Oversee Court Instance Implementation projects whether managed internally or via outsourced model.
- Work with MEC Executive Director in the development, execution and management of the MEC budget.
- Direct procurement activities and manage contracts for services and equipment.
- Direct continuous right sizing and further virtualization of MEC application architecture. Direct related activities for management of costs in all operations areas.

- Serve as primary liaison with the Mississippi Department of Information Technology Services and with individual courts as required.
- Work with the MEC Executive Director to oversee the administrative, personnel, financial and logistical requirements of the MEC.