



Superior Court of California County of Tuolumne

12855 Justice Center Drive
Sonora, CA 95370

- JOB ANNOUNCEMENT - Information Technology Manager

Job Posted April 2, 2026

Final Filing Date: Friday, April 17, 2026, by 5:00 p.m.

- Postmarks not accepted -

Compensation:

\$102,278.04- \$124,860.55 Annualized Salary + Excellent Benefits
(Initial placement based on related professional qualifications and experience)

For required employment application, please visit:

<https://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml>

About the Court:

Tuolumne County Superior Court operates in our new Courthouse built in 2021, located in Sonora, California. All legal, operational, and administrative functions of the court are governed by the Presiding Judge and the Court Executive Officer. The court has 5 judicial officers, 4 are judges and one is a commissioner/legal research attorney. The Court employs approximately 42 staff.

About the Position:

Under the direction of the Court Executive Officer, (CEO), the Information Technology Manager oversees the Information Technology (IT) resources of the Court. The IT Manager plans, designs, specifies, and purchases the hardware and software required for the computing, security, and

audio/visual needs of the court. The IT Manager is/becomes the resident expert for all software programs including eCourt, the Court's case management system. Incumbent supervises the IT Technician and oversees the work of contractors and vendors involved in the installation and maintenance of the IT infrastructure of the Court. This position is a regular, full-time, at-will position and is exempt from the Fair Labor Standards Act.

Essential Job Functions - *For illustrative purposes only:*

- Plans, organizes, oversees, and manages the information technology functions, operations, and resources of the court, in consultation with the CEO.
- Provides oversight to the IT division, establishing goals, objectives and priorities, and developing and administering policies and procedures. Designs strategy for providing the Court's long-term technology needs. Represents the Court in projects and/or meetings concerning Court technology.
- Evaluates requests for IT purchases; plans, specifies, and purchases equipment and software.
- Participates in Court-wide strategic and operations planning.
- Manages the contract services and vendors used to support the Court's infrastructure.
- Partners, develops, prioritizes, and interprets the Continuity Planning and Disaster Recovery of IT functions of the Court.
- Plans and manages Disaster Recovery systems and processes for the Court's technology infrastructure.
- Designs, engineers, and troubleshoots the various information technology systems of the Court.
- Plans and manages the installation and maintenance of the Court's technology infrastructure.
- Plans and manages the regulatory and license compliance of the Court's systems.
- Evaluates, designs, and supports the training of Court staff on all information technology systems, A/V equipment, and phone systems.
- Maintains knowledge of current and future trends in information technology and reviews, evaluates, and interprets trends, legal requirements, and relevant legislation, to determine and plan for effects on operations and programs.
- Represents the court on various technology related committees and participates in State work related to information technology issues.
- Acts as the court's primary information technology representative and coordinates with internal and external technology users and external agencies regarding court information technology processes, procedures, issues, and initiations.
- Analyzes the effectiveness of the Court's IT operations, and partners with the CEO and Management Team to ensure smooth operations.
- Acts as the court's primary information technology representative and coordinates with internal and external technology users and external agencies regarding court information technology processes, procedures, issues, and initiatives.
- Programs the Court's case management system, eCourt, and other software platforms as needed.
- Plans and manages the security of the court's network.
- Partners with the Court CEO and Fiscal Manager to plan and maintain the Court's IT Budget.

- Oversees all IT related grants and programs, ensuring that the Court maximizes its use of IT related grant funds.
- Serves as a project manager overseeing all information technology projects.
- Manages and oversees the Court's telecommunications infrastructure.
- Maintains continuous positive relationships with court management, judicial officers, employee groups, and external stakeholders.
- Demonstrates a high level of leadership and coordinates with other managers to ensure effective communication between all court divisions and uniform application of court policies.
- Supervises the IT Staff including performance evaluations, goal setting, discipline, training, employment interviews, and makes recommendations regarding the hiring of new information technology personnel.
- Attends and participates in staff meetings.
- Attends training as deemed appropriate for the work assigned.
- Serves as back up to the IT Technician.

MINIMUM QUALIFICATIONS:

Education/Experience:

Bachelor's degree from an accredited college or university in computer science, information systems, business administration, public administration or other closely related field. Additional relevant experience may be substituted for the education requirement on a year-for-year basis.

And

Two years of technical experience in the support of computer hardware, operating systems, networking systems, data storage systems, telecommunications, A/V, and/or office automation software. Plus, 2 years' experience managing a department.

Demonstrated Knowledge of:

- Principles and practices of management and organizational theory, including planning, organizational design, business finance, budget preparation and administration, business development, project management and organizational effectiveness.
- Principles and practices of supervision, discipline, leadership, mentoring and training.
- Applicable federal, state, and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications including Microsoft Word, Excell, Outlook, and PowerPoint.
- Microsoft Windows server and workstation administration including Microsoft Office Suite
- English usage, spelling, grammar, and punctuation.
- Principles and practices of public administration as related to the management of computer systems operation and support, local and wide area data communications and a variety of telecommunications systems.
- Principles of advanced computer technology and platforms and systems development life cycles.
- Principles and techniques of software systems and quality assurance and control.

- Design, installation and maintenance of distributed, client/server and desktop computer operations.
- Principles of process design, management and improvement.
- Principles and practices of technical problem solving.
- Principles, practices and techniques of providing customer service.
- Principles and practices of producing effective project and technical documentation.
- Programming languages and job control languages and restart and recovery concepts.
- Functions and operations of computers, networking concepts, telephones and scripting.
- Installation, maintenance, troubleshooting and repair of desktop hardware and software systems, server hardware and software systems, data storage systems, wired/wireless networking systems, networked devices, printing infrastructure, audio/video systems, security/surveillance equipment, and telecommunications hardware.
- Email server and IM configuration/administration (Microsoft Exchange, cloud solutions).
- Installation, configuration and maintenance of virtual computing environment, including VMware hosts and virtual machines.
- Backup and disaster recovery using both on-site and cloud-based tools and solutions.
- Familiarity with Veeam backup and recovery software.
- Computer network fundamentals, including the OSI model and Internet protocols/services (WWW, FTP, SNMP, DNS, SMTP, POP3, etc.).
- Voice communications including telephone switching, VoIP, and cell phone systems.
- Cloud-based computing infrastructure, whether as primary or fail-over platforms.
- Technology purchasing and inventory policies and procedures.
- Familiarity with project management and budgeting.

Demonstrated Ability to:

- Select, supervise, train and evaluate assigned staff.
- Plan, coordinate, assign and review the work of subordinate staff.
- Investigate and resolve disciplinary issues.
- Work independently, prioritize work, coordinate activities and meet critical deadlines.
- Develop, monitor and interpret budgets and other financial documents.
- Establish, monitor and control projects and schedules to meet goals and objectives.
- Manage resources of a unit within budget and policy parameters.
- Develop and maintain cooperative, effective working relationships with others including judges, court executives and staff, government agencies, vendors, etc.
- Promote and maintain a team environment.
- Recognize problems, develop recommendations and solutions, and oversee correction.
- Communicate clearly and concisely, both verbally and in writing.
- Interpret and apply applicable federal, state, and local laws, codes and regulations.

- Apply customer service skills, including the identification of customer needs and follow-up to ensure customer commitments have been met.
- Gain cooperation through discussion and persuasion.
- Interpret and summarize a variety of data and information.
- Exercise discretion and maintain confidentiality of information.
- Supervise, coordinate and manage Information Technology related activities.
- Understand highly complex Information Technology systems and issues.
- Translate complex technical concepts when working with judges, court management and staff.
- Develop and maintain IP network structure including switching, routing, VPN, security devices, failover links, QoS, wireless connectivity, and other necessary technologies.
- Understand, interpret and apply information from technical manuals.
- Keep current with security threats and respond to threats/incidents accordingly.
- Analyze and resolve user needs and problems as they relate to Court technology.
- Communicate well orally and in writing on technical issues with individuals with varying degrees of computer familiarity.
- Instruct and train individuals with varying degrees of familiarity with Court technology.
- Establish and maintain effective, cooperative and professional working relationships with those contacted in the course of work.
- Maintain strict confidentiality of Court management files and information that may be obtained as part of day-to-day responsibilities.
- Work independently, organize own work and set priorities to meet deadlines within prescribed time constraints.
- Build advanced spreadsheets and databases.
- Maintain a valid California driver's license or provide alternate methods of transportation to complete work duties.
- Pass pre-employment criminal and professional background checks.

Physical Requirements:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide reasonable accommodation for any qualified incumbent or applicant with a disability.

Work is performed in a typical office setting with adequate lighting and moderate temperature, and requires the use of standard office equipment, including computers and telephones. While performing the duties of this job, the incumbent is constantly required to sit talk, hear, reach and use both hands and fingers to handle or grasp objects. The incumbent must occasionally stand, walk, and bend while performing the duties of this job. The incumbent must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include near vision, far vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to travel as necessary and occasionally operate a motor vehicle.

Work is performed in an office environment, continuous contact with other staff and the public.

Benefits:

- CalPERS retirement plan (employee pays the employee's EPMC on a monthly pre-tax basis)

- Potential paid Medical Retirement based on years of service
- Potential to accrue 240 hours of Personal Time Off for vacation or sick leave usage
- 14 paid holidays per calendar year
- 40 hours of paid management leave per fiscal year; (prorated in the first year depending on hire date)
- Up to \$2,800 monthly court contribution toward monthly health insurance premium costs – amount varies according to employee’s plan elections, dependents, and whether employee chooses to partially or totally waive one or more of the court’s health plan(s)
- Court-paid \$150,000 Group Term Basic Life Insurance plan
- Court-paid Short-term and Long-term Disability plans
- Merit-based Deferred Compensation Match after completion of Probationary period
- Professional Membership reimbursement
- Education & Career Development Reimbursement
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000.

How to Apply and Selection Procedure

To be considered for this position, applicants must timely submit **ALL** of the following completed documents for their application packets to be accepted for consideration:

- Cover Letter
- Current Resume
- Tuolumne Superior Court employment application
- Supplemental Questions

Please forward the required completed application materials to:

**Superior Court of California, County of Tuolumne Attn: HR Dept.
12855 Justice Center Dr. - Sonoma, CA 95370
via: jmorrison@tuolumne.courts.ca.gov**

- Applicants whose completed application packets are timely received and evaluated as best qualified according to the position criteria will be invited to participate in a panel interview to measure the candidate’s related knowledge and skills.
- If you have any questions concerning the above, or wish to request reasonable accommodation for this application process, please send your message to jmorrison@tuolumne.courts.ca.gov, or call (209) 533-6914.

Supplemental Questions:

1. Describe your education, including any degrees or certifications you have received, and explain how your academic and professional training has prepared you for the IT Manager position. Include any relevant IT management, project management, or technical certifications.
2. Describe the experience you have working for a government agency or similarly regulated public sector organization. Include the type of agency, the number of years, and any aspects of that environment, such as procurement rules, public records obligations, or compliance requirements, that are relevant to this position.
3. Describe your programming experience.

4. Describe your direct management experience, including the number of staff you have supervised, your specific responsibilities as a manager, and your approach to coaching staff, conducting performance evaluations, and making hiring decisions.