



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number: 42-102
Date Posted: April 2, 2026
Deadline to Apply: Open Until Filled

POSITION: Chief of Information Technology

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position will require some work beyond normal hours.*)
FLSA STATUS: Salaried/ Exempt
SALARY RANGE: \$93,543 - \$141,195 Annually

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

Listed below are the **QUALIFICATIONS** for the position:

- Bachelor’s degree in Information Technology from an accredited institution.
- Three years’ experience in the following areas: Network administration, project management, application development, database administration, and researching, negotiating, budgeting, and purchasing information technology.
- Five years’ experience in the following areas: supervising employees, managing and maintaining a Microsoft Active Directory and Windows network, and managing and maintaining a Microsoft Office 365 environment.

Preferred Qualifications

- Master’s degree in Information Technology, or related field, from an accredited institution.
- Any relevant industry certifications (such as PMP, CISSP, or ITIL) are valued and demonstrate a
- commitment to leadership, governance, or security in IT.

Listed below is a summary of the **JOB DUTIES**:

The Chief of Information Technology is responsible for the Court’s computer and audio-visual systems and serves as the technology advisor for the Court. The Court Administrator supervises this position.

Essential Functions

- Responsible for the planning, developing, and managing the Court’s computer and audio-visual systems.
- Directs the Court’s information technology operations, manages technology projects, troubleshoots complex technology issues, and advises the Court on technology matters.
- Directs all day-to-day IT functions, ensuring security, uptime, functionality, and system reliability across all court and administrative systems.
- Coordinates information technology activities to ensure the availability of network service and data.
- Establishes policies and protocols to ensure network and data security and manage technology-based risks.
- Responsible for the sourcing and implementation of new hardware and software.
- Coordinates a shared network and its resources.
- Manages department budget and makes budget recommendations based on hardware and software projected needs and costs.
- Evaluates new technologies and provides recommendations.
- Supervises assigned staff, including training, assigning and reviewing work, and evaluating and making recommendations for corrective measures, merit increases and promotions.
- Collaborates with stakeholders and represents the Court on technology matters.

- Negotiates and manages vendor relationships, including contract oversight, service level agreements, and software implementation timelines.
- Ensures the information technology provided to the Court is responsive to the Court's needs and goals.
- Maintains strict confidentiality of sensitive information and upholds the highest ethical and professional standards.
- Performs special projects and related duties as assigned.

Positions Supervised

Technology Director and IT Support Specialists

Knowledge, Skills and Abilities

- Knowledge of modern IT infrastructure including cloud platforms, cybersecurity frameworks, and enterprise architecture.
- Ability to communicate complex technical information clearly to non-technical audiences, including senior leadership, elected officials, and public users.
- Knowledge of best practices for IT governance, risk management, and compliance, including but not limited to NIST and CJIS.
- Ability to build, mentor, and retain a high-performing IT team with a focus on continuous improvement.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to develop and execute long-term technology roadmaps aligned with organizational strategy.
- Experience of legacy system migration strategies and integration of modern platforms with outdated systems.
- Ability to implement and enforce risk management frameworks to identify vulnerabilities, mitigate threats, and ensure the protection of sensitive data.
- Ability to negotiate and manage vendor relationships, including contract oversight, service level agreements, and software implementation timelines.

Job Competencies Integral to Position

- Knowledge, Skills and Abilities:
Possesses, acquires, and maintains the technical/professional expertise required to do the job effectively and to create solutions. Technical/professional expertise is demonstrated through problem solving, applying professional judgment, and competent performance.
- Decision Making/Problem Solving:
Makes sound, well-informed, and objective decisions in a timely manner. Compares data, information, and input from a variety of sources to draw conclusions; takes action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution, and follows-up to see how it's working. Calculates and evaluates the long-term consequences of a decision.
- Stress Tolerance:
Maintains effective performance under pressure; handling stress in a manner that is acceptable to others and to the organization.
- Teamwork:
Works effectively in a team environment to accomplish organizational goals. Builds constructive working relationships with interested stakeholders to identify and meet mutual goals and objectives.

- **Conflict Management:**
Uses appropriate interpersonal styles and techniques to reduce tension and/or conflict between two or more people; able to size up situations quickly; able to identify common interests; facilitates resolution. Steps up to conflicts and sees them as opportunities. Finds common ground and achieves cooperation without disruption to workflows or interpersonal relationships.
- **Cultural Competence:**
Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, respectfully challenges bias and intolerance. Supports equal and fair treatment.
- **Communication:**
Clearly conveys and receives information and ideas through a variety of mediums to individuals or groups in a manner that engages the listener, helps them understand and retain the message and invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal and listening skills.
- **Collaboration:**
Develops and maintains effective working relationships with coworkers and stakeholders through the use of strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others; seeks and encourages teamwork.
- **Influence:**
Uses appropriate interpersonal skills and techniques to gain support and acceptance for ideas or solutions. Uses influencing strategies to gain mutually beneficial agreements. Seeks to persuade rather than force solutions or impose decisions or regulations; and recognizes personal autonomy of others.
- **Dependability and Reliability:**
Personally responsible; completes work in a timely, consistent manner; is committed to being available during business hours to further organizational goals; demonstrates regular and punctual attendance; arrives prepared for work; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

Working Conditions

Moderate noise in business office setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 20 pounds.
- Ability to sit continuously at a computer for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, fax machine and a computer, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

Communications

Conveys and receives information in person, over the telephone, and thru electronic communication.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org

Fax: (513) 946-5809

Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202