

# Florida State Courts System Class Specification

**Class Title: Distributed Systems Server Coordinator**

**Class Code: 4255**

[Pay Grade: 110](#)

## General Description

The essential function of the position within the organization is to serve in a leadership role in the management of the core server infrastructure for the State Courts System. The position is responsible for supervising staff; planning; designing, implementing, operating and maintaining servers within the State Courts System; collaborating with leaders of different technology disciplines. The position works independently, reporting major activities through periodic meetings.

## Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Serves in a leadership role in the management of assigned technology projects for the state courts.

Provides system support, including writing and updating system training manuals and conducting system training and demonstrations statewide.

Works with teams to study, analyze and plan for major technology projects statewide; analyzes program goals and objectives to identify opportunities to utilize information technology to achieve maximum efficiency.

Provides consulting services for state and trial courts, including making site visits to evaluate systems and preparing reports.

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Oversees, reviews and approves expenditures for the area of responsibility; provides fiscal data for preparation of annual budgets. Troubleshoots server connectivity issues; ensures secure server access; provides end user support and training as required.

Leads, trains and mentors staff on server technologies and solutions; provides consultation to court technology officers in local area server design.

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Ensures compliance with policy and procedures for the area of responsibility; interprets policy for staff as required.

### **Competencies**

#### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

#### **Assets Responsibility**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the administration of grants or the handling of moderate amounts of money.

#### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

#### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

#### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

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Performs work involving the application of principles of logical thinking, scientific or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Formulates new concepts or theories through original research to resolve unconventional problems.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **EDUCATION AND EXPERIENCE GUIDELINES**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business management, computer science, management information systems or a closely related field.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Four years of related experience.

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### **Licenses, Certifications, and Registration Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid State of Florida Driver's License.