



## The Supreme Court of Nevada IT Infrastructure Manager

<b>SALARY</b>	\$100,708.41 - \$128,422.74 Annually	<b>LOCATION</b>	Las Vegas, NV
<b>JOB TYPE</b>	Full-Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	00172	<b>DEPARTMENT</b>	Information Technology
<b>OPENING DATE</b>	07/31/2023	<b>CLOSING DATE</b>	Continuous

The Nevada Supreme Court is seeking a skilled and experienced IT Infrastructure Manager to oversee the deployment, monitoring, maintenance, development, upgrade, and support of our comprehensive IT infrastructure and systems. As the IT Infrastructure Manager, you will be responsible for ensuring the efficient and secure operation of our technological environment. Additionally, this role will involve supervising IT staff to ensure the team's success in supporting the court's IT needs.

Your role involves planning, organizing, and directing IT functions while enforcing operational standards and communicating project goals to stakeholders. Your expertise in safety and security procedures, hardware and software selection, budget management, and project management will be essential in supporting the court's mission.

Working at the Nevada Supreme Court as an IT Infrastructure Manager offers a unique opportunity to contribute to the judicial system's efficient functioning through the implementation and management of technologies. If you are a highly organized and dynamic individual with a passion for IT infrastructure and the ability to lead a team, we encourage you to apply and be part of our dedicated team serving the justice system in Nevada!

After an initial training period, there may be an opportunity for a hybrid remote/in-office schedule.

### Examples of Duties / Knowledge & Skills

- Plan, organize, and control IT activities in specialized areas to meet the Supreme Court's IT needs.
- Develop, maintain, and enforce operational standards and policies aligned with IT and Court regulations.
- Communicate project goals, risks, and status updates to both business and IT team members.
- Create and implement safety and security procedures, including disaster recovery plans.
- Assess and optimize information systems technology resources and capacity analysis.
- Recommend and select hardware and software applications to meet business needs.
- Oversee physical layout design and installation requirements for new equipment.
- Maintain inventory control and evaluate contracts for materials and services.
- Develop and monitor IT budgets to ensure compliance and present and justify Court IT budgets to relevant committees and groups.
- Recommend cost-effective technology solutions supporting the Supreme Court's objectives.
- Provide project management to ensure timely and within-budget project completion.
- Participate in Court IT and policy-making activities, serving on committees and work groups.

- Stay updated on technological trends and advancements, including security management practices and ethics.
- Develop organizational structure, staffing patterns, and resource allocation to meet Court goals.
- Supervise IT staff, including hiring, training, performance evaluation, and disciplinary actions.
- Resolve problems presented by IT staff, users, and clients regarding work processes and procedures.

## Minimum qualifications & Requirements

### Essential Skills:

Strong leadership and organizational skills to effectively manage IT activities.  
Excellent communication skills to convey project goals and updates to stakeholders.  
Expertise in developing safety and security procedures and disaster recovery plans.  
Ability to assess and optimize information systems technology resources.  
Proficiency in hardware and software selection to meet business needs.  
Budget management skills to develop and monitor IT budgets.  
Project management skills to ensure on-time and within-budget project completion.  
Knowledge of current technological trends and advancements in the IT field.  
Strong analytical and problem-solving abilities to resolve IT-related issues.  
Ability to mentor and support IT staff in problem-solving and work processes.

Management certification such as Project Management Professional, Certified Court Manager, or Certified Public Manger or IT certifications are preferred but not required.

Effectively works remotely and manages employees from a remote location, as needed. Must have expertise in virtual meeting platforms, such as Teams. Must have the ability to work remotely via an internet network connection provided by the employee. This connection speed must be sufficient to perform all duties. A minimum of 50-100 mb download speeds are required. Higher connection speed may be required if sharing this connection with other members in an employee's household.

### Supplemental information

Las Vegas is an exciting and dynamic area with constant entertainment such as museums, fine dining, shopping, and a vibrant night life. In addition to the lights of the strip, Las Vegas has plenty of activities for outdoor lovers including hiking, skiing, boating, and off-roading. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

### Benefits include:

- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Vacation:** Accrual of three weeks of annual leave each year.
- **Sick Leave:** Accrual of three weeks of sick leave each year.
- **Holidays:** 12 paid holidays per year.
- **Retirement:** Participation in the Nevada Public Employee Retirement System (PERS).
- **Deferred Compensation:** The State has a voluntary deferred compensation program.
- **No Nevada state income tax.**
- **Flexibility:** a work-life balance beyond compare!

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### Agency

The Supreme Court of Nevada

### Address

201 S. Carson St. Ste. #250

Carson City, Nevada, 89701

**Website**

<https://www.nvcourts.gov/>

**Phone**

775-684-1744