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Office of Court Administration Megan LaVoie, Administrative Director

Job Posting

Posting Date: October 21, 2025

Job Listing Identification Number: 00053673

State Job Classification: Director VII

Functional Title: Chief Information Officer

Monthly Salary: \$15,833.34 – \$19,083.34

Remarks: Salary commensurate with experience.

Closing Date: November 4, 2025

State Class. No. and Pay Group: 1627/B33

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes (25%) ☐ No

Job Description:

Performs executive level work providing direction and guidance in strategic operations and planning for technology in the judicial branch. Serves as the Chief Information Officer (CIO) and Information Resource Manager (IRM) for the Office of Court Administration (OCA), the appellate courts, and other judicial entities supported by OCA. The Chief Information Officer establishes goals and objectives and sets priorities to accomplish those goals and objectives for the Information Services Division. Work involves technical communication with OCA and other judicial entities, boards and committees, including but not limited to, the Judicial Committee on Information Technology, the Council of Chief Justices, the Texas Judicial Council, and the Chief Justice of the Supreme Court. The Chief Information Officer serves judicial committees to promote the systematic improvement, implementation, and integration of information technology in the courts. The oversight functions include vendor management, software development and maintenance, infrastructure support, help desk, and technology budgeting and IT purchasing and procurements. As the IRM, the Chief Information Officer interacts with state oversight agencies such as the Department of Information Resources and ensures compliance with state regulations and prepares state mandated reports. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Directs program activities, business functions, and operational activities of the Information Services division of the OCA.
- Communicates and provides technical expertise to the courts and judicial branch agencies served by OCA.
- Acts as the lead staff for the Judicial Committee on Information Technology (JCIT) including the preparation of agendas, materials, and minutes. Coordinates meetings and assists in creating work products for JCIT subcommittees.
- Develops strategic direction and guidance for information technology in the judiciary and establishes goals and objectives.
- Oversees and participates on judicial committees and meetings to support projects and information

sharing.

- Prepares, delivers, and reviews presentations regarding judicial technology projects.
- Keeps informed of the latest developments in information technology, standards, and judicial projects.
- Ensures internal and external reports are developed as required, including state mandated reports.
- Oversees the division budget and development of IT components for project requests for submission to the legislature.
- Travels in and out of state for projects, presentations, training, and conferences.
- Performs related work as assigned and complies with all OCA policies.

To be considered for this position, a resume must be attached, and applications must be complete, including start and end dates of work experiences.

Minimum Qualifications:

- Graduation from a college or university with major course work in computer science, business administration, public administration, statistical analysis, or related subject. Experience in public administration, information technology, and related areas may be accepted as a substitute for education on a year-for-year basis.
- Ten years of extensive information technology experience in increasingly responsible technical and managerial positions, including a senior or executive leadership role directing enterprise-wide IT functions.
- Five years' experience in leadership positions with responsibility for at least two of the following information technology areas: software development and maintenance; network operations; systems analysis; project management; vendor management; information technology strategic planning.

Preferred Qualifications:

- Executive-level experience leading IT operations in a public sector or highly regulated environment.
- Proven record of success in building collaborative partnerships with Texas state agencies, local governments, and external vendors.
- Demonstrated experience managing large-scale technology initiatives.
- Experience overseeing multi-million-dollar IT budgets and contracts.
- Demonstrated ability to lead organizational change and mentor senior IT leaders.
- Professional certifications such as:
 - Certified Information Systems Security Professional (CISSP)
 - Certified Information Security Manager (CISM)
 - ITIL Certification
 - Project Management Professional (PMP)
 - Certified Government Chief Information Officer (CGCIO)

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of principles and practices of information technology (IT) governance, management, and strategic planning; state and federal laws related to IT project administration, procurement and information security; change management, stakeholder communication, and strategic alignment of technology initiatives with OCA's goals; enterprise architecture frameworks and system integration methodologies for complex, multi-platform environments; information security management practices, including risk assessment, incident response, business continuity, and disaster recovery; IT service management and performance metrics; budget planning, fiscal management, procurement, and contract administration within State of Texas constraints; project and program management methodologies, including Agile, Waterfall, and hybrid approaches; principles and practices of personnel management, supervision, and organizational development; trends and emerging technologies impacting government operations and public service delivery.
- Skills in communicating technical concepts clearly to executive leadership, judges, attorneys, and non-technical audiences; leading and directing enterprise-wide IT strategy, operations, projects, and initiatives; decision-making, including assessing risk and using good judgement to inform decisions and recommendations to leadership; prioritizing tasks, managing multiple projects, and meeting deadlines; developing and implementing technology policies, procedures, and standards to ensure effective IT governance; managing multi-vendor and outsourced service environments; assessing needs and translating them into technology strategies and solutions; developing and administering complex budgets, contracts, and resource allocations; negotiating and managing service-level agreements (SLAs) and vendor relationships; building consensus among diverse stakeholders and fostering collaboration across courts, and other judicial groups; analyzing performance data to improve efficiency, reliability, and service outcomes; leading organizational change initiatives and promoting innovation
- Ability to provide executive leadership and strategic direction for enterprise IT programs and services; develop, implement, and monitor statewide or enterprise-level IT strategies and initiatives; exercise sound judgment and decision-making in complex and time-sensitive situations establish and maintain effective working relationships with executive management, elected officials, judges, clerks, vendors, and other stakeholders; lead diverse teams, delegate effectively, and ensure accountability for results; manage sensitive and confidential information with integrity and discretion; foster a culture of service excellence, innovation, and continuous improvement; represent OCA in statewide and national technology forums and partnerships; adapt to evolving technologies, policies, and operational priorities in a dynamic environment.

Employment Conditions:

- Regular attendance required.
- Performs sedentary office work.
- Operate standard office equipment and computer systems.
- Travel will be required.
- May be required to move equipment or other materials weighing up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – No military equivalent; Navy – 111X, URL – Surface Warfare; Coast Guard – SEI15, Enterprise Policy, Planning, Budget, and Management; Marine Corps – 8003, General Officer; Air Force – 10C0, Operations Commander; Space Force – No Military Equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.