

**Alaska Court System
Class Specification**

PROJECT MANAGER - APPELLATE

Range: 20

EEO4: 02

SOC: 15-1051

Class Code: C4213

Definition:

Under general direction of the Clerk of the Appellate Courts, the Project Manager – Appellate is responsible for planning, directing, coordinating, and the overall administration and implementation of the appellate case management system and other appellate court technology projects.

Distinguishing Characteristics:

The Project Manager – Appellate is a single position job class responsible for the development and implementation of the appellate court case management system and other technology projects for the Alaska Supreme Court and the Alaska Court of Appeals.

Supervision Received: The Project Manager – Appellate works under general direction of the Clerk of the Appellate Courts. The incumbent works independently; performance is measured by total results.

Supervision Exercised: The Project Manager – Appellate is not typically assigned supervisory duties, but provides expert coordination of project teams and committees designated to assist in the project on a regular or temporary basis.

Independent Judgment: The Project Manager – Appellate frequently exercises a high degree of independent judgment in defining project objectives and developing methods to meet these objectives.

Examples of Duties:

Prepare project plans and schedules, including the requirements, tasks, work assignments, necessary resources, review points, and status reports.

Provide regular and ad hoc reports to management of project progress and problems pertaining to changes needed in schedules, resources, or products.

Interact with project staff, committees, management personnel, vendors, contractors, and other agencies to provide and exchange technical information, plan and coordinate work activities, or resolve project issues and technical problems.

Assess appellate court project needs regarding mission, goals, and objectives in collaboration with internal and external customers.

Evaluate and make recommendations concerning vendor hardware, software, and training products.

Ensure minimal disruption of ongoing systems by providing coordination and effective integration with existing systems.

Develop or direct the development of statewide operating and working procedures and standards.

Knowledge, Skills, Abilities:

The Project Manager - Appellate requires knowledge of:

- The principles, practices, and techniques of project management;
- Current computer technology and trends, including information management, communications, and data administration;
- Data processing systems.

The Project Manager - Appellate requires skill in order to:

- Facilitate resolution in difficult and controversial situations.
- Meet project deadlines and deliverables.

The Project Manager – Appellate requires the ability to:

- Analyze and appraise facts and precedents in making management decisions;
- Set goals, monitor progress, and adjust resources to accomplish objectives;
- Establish and maintain cooperative working relationships;
- Communicate effectively in verbal and written forms;
- Coordinate a high level of activity under a variety of conditions and constraints;
- Understand issues that relate aspects and/or parts of a project to the overall circumstances and needs of the organization; and
- Design, adapt, and implement changes to the court’s information systems.

Minimum Qualifications:

Two years of professional experience managing projects and/or programs, including management of at least one complex technology project with multiple stakeholders AND substantial knowledge of, or experience with, relational database systems, systems software, system analysis, design, programming, or network implementation.

07/07 – Original

02/14 – Remove MQQ’s

03/14 - Revised