

COUNTY OF KANE

**INFORMATION TECHNOLOGY
DEPARTMENT**



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Geneva, Illinois 60134
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JOB DESCRIPTION

Job Title: INTEGRATION and PROCESS MANAGER

Department: INFORMATION TECHNOLOGY

FLSA Status: Full Time- Exempt

Grade: 441

Union: No

Essential: Yes

Remote Work: Hybrid Eligible

General Summary: The Integration and Process Manager is responsible for coordinating technology projects and business process improvements that support the County's court case management systems and related judicial subsystems. The role includes hands-on web development responsibilities and system integration work that ensures digital services for the courts are reliable, secure, accessible, and responsive to evolving judicial needs.

This position serves as a key liaison between court stakeholders and the IT department. The incumbent helps ensure court technology projects are delivered on time and aligned with both state standards and local operational requirements.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Lead and coordinate technology projects that support court case management systems (CMS), electronic filing systems, judicial calendars, jury systems, and other related subsystems.
- Analyze existing business processes within the courts and recommend technical solutions to improve workflow, access to information, and user experience.
- Support the development, integration, and maintenance of web-based tools and portals that interface with CMS platforms and provide public access to court data and services.
- Work with vendors, state judicial IT offices, and internal stakeholders to ensure interoperability and compliance with legal, security, and performance standards.
- Design, develop, and maintain web-based interfaces, internal dashboards, and automated workflows using modern web technologies and frameworks.
- Ensure that court-related websites and online tools are ADA-compliant, user-friendly, and consistent with public transparency goals.
- Develop project plans, document requirements, and provide regular status reports to IT and judicial leadership.
- Facilitate training and user adoption efforts for court staff and judges on new or updated systems.

- Monitor technology trends in court and justice systems to recommend improvements or modernization opportunities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Certifications in Agile, PMP, or business process analysis (e.g., Lean or Six Sigma).
- Working knowledge of database systems, systems integration, and web technologies such as HTML/CSS, JavaScript, SQL, APIs, and CMS tools.
- Familiarity with court case management systems (e.g., Odyssey, eCourt, Justice Systems, or Tyler Technologies) and associated interfaces.
- Understanding of judicial workflow, public records, and court calendaring systems.
- Knowledge of CJIS security standards, public records access policies, and digital evidence management preferred.
- Strong communication skills and experience translating business or legal requirements into technical solutions.
- Ability to manage multiple concurrent projects and coordinate across departments and vendors.

TRAINING, EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree in Information Technology, Criminal Justice, Public Administration, Computer Science, or related field.
- Five (5) or more years of experience in IT project coordination, process improvement, and web development—preferably in a court or justice system environment.
- Experience in a county, state, or municipal court environment.
- Demonstrated experience developing accessible, responsive web applications for public or internal use.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily office work including prolonged periods of sitting, talking, listening, manual dexterity, working on a computer = 75%

Lifting up to 30 pounds at a time, reaching, bending, walking, driving a motor vehicle = 25%

Ability to navigate stairs to evaluate spaces for safety as needed.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, phone, fax, copier, county vehicle, radio, and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

- Work may be performed in both office and field settings, sometimes in adverse weather or less-than-ideal conditions. Fieldwork may involve exposure to noise, limited lighting, uneven surfaces, insects, animals, chemicals, or other environmental hazards. Travel between County locations is required and may increase exposure to driving hazards. Employees may occasionally interact with individuals exhibiting difficult or hostile behavior.
- 40-hour on site work week
- On call availability
- Ability to legally operate a motor vehicle.

- Ability to pass a criminal background check.
- Ability to work in all Kane County building environments.
- Ability to obtain LEADS and CJIS certification.

REPORTING RELATIONSHIPS:

Reports to: Applications Director

Directs Work of: N/A

Please sign below to acknowledge that this job description has been discussed with the employee and that he/she has received a copy.

Employee:

Signature: _____ Date: _____

Supervisor:

Signature: _____ Date: _____