



## **Technology Director**

Salary Range: \$45,000 - \$55,000

Kalamazoo Defender is a non-profit organization that will represent the adult indigent population charged with a crime within Kalamazoo County—it is the County's first Public Defender office.

Kalamazoo Defender's mission is rooted in the conviction that poverty and various forms of discrimination put our clients on inequitable footing within and beyond our criminal justice system. Our job is to be their compassionate and zealous defender in the face of these systemic barriers.

### **THE JOB:**

Kalamazoo Defender seeks an organized, efficient Technology Director to join our growing organization. In this position, you will be responsible for information planning, technology and deployment. This includes managing tech-vendor relations, e-communication protocols, employee devices, and other routine technical support activities. You will also assist attorneys in preparing and presenting any exhibits with complex technical demands.

### **RESPONSIBILITIES:**

- Recommend information technology strategies, policies, and procedures by evaluating organization outcomes, identifying problems, and anticipating organizational requirements;
- Forecast technical requirements, prepare annual technology budgets, schedule expenditures;
- Install hardware and peripheral components;
- Load appropriate software packages such as operating systems, case management software, etc.;
- Administer email and anti-virus systems;
- Troubleshoot and resolve user issues in a timely manner;
- Participate in hardware and software evaluations;
- Maintain tech-related vendor contracts;
- Help establish and enforce organization standards with regard to technology and software use;
- Assist attorneys in the preparation of exhibits or other trial materials requiring technological expertise;
- Attend trials and evidentiary hearings as a technical trial assistant when necessary.

### **QUALIFICATIONS:**

- College degree in Computer Science or related field.
- At least two years experience supporting an organization as a technology manager/employee.

- Experience in a law firm or court system preferred.
- High levels of professionalism, collaboration, integrity, and compassion.
- Outstanding organizational skills and attention to detail.
- Excellent verbal and written communication.

**BENEFITS:**

- Competitive salary, excellent health care coverage, and generous retirement contributions.
- An opportunity to work within—and help define—a dynamic, innovative legal program, backed by a County capable of maximizing Kalamazoo Defender’s mission.
- If you choose to enroll your children in Kalamazoo Public Schools, your children will have access to the Kalamazoo Promise, which provides free and reduced college tuition.

**How to Apply:**

Please send your resume, a cover letter, and your references to [Jobs@KalamazooDefender.org](mailto:Jobs@KalamazooDefender.org) or the following address:

Kalamazoo Defender  
277 South Rose Street, Suite 5000  
Kalamazoo, MI 49007