

UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

OFFICE OF THE CLERK

MARK A. NEAL Clerk www.mdb.uscourts.gov

VACANCY ANNOUNCEMENT

DIRECTOR OF INFORMATION TECHNOLOGY

ANNOUNCEMENT NUMBER: 15-01

LOCATION: Baltimore, MD **OPENING DATE:** 6/30/2015

SALARY RANGE: \$85,860 – \$158,700

(CL-30 - CL-31)

If appointed at the CL-30, the selected candidate will be eligible for promotion to the CL-31 level once eligibility requirements are met.

APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: Open to all

qualified applicants.

CLOSING DATE: The position is open until filled. First preference will be given to applicants whose applications are received by July 20, 2015. Applications will be reviewed and interviews held on a rolling basis.

Position Overview:

The United States Bankruptcy Court for the District of Maryland is seeking qualified applicants for the full-time position of Director of Information Technology. The Court has seven active judges and two recalled judges in the Baltimore and Greenbelt divisions. The Clerk's Office presently has 56 employees.

This position is responsible for managing the Information Technology Department of the United States Bankruptcy Court as well as the Network Support Services group comprised of staff members from the United States Bankruptcy Court and the United States District Court. The Bankruptcy Court has approximately 80 users. The court's applications are housed on LINUX/UNIX systems and Windows 2008 Server. The desktop environment is Windows based with supportive applications including Microsoft Office, WordPerfect, Adobe Professional, and Lotus Notes. The Director must possess excellent leadership, project management, analytical, and communication skills; successfully direct the planning, acquisition, and deployment of all automation systems; and, coordinate and oversee operations and delivery of IT services. The Director reports directly to the Chief Deputy Clerk and is a member of the Clerk's executive management team.

Representative Duties:

The Director of Information Technology performs duties and responsibilities which include, but are not limited to, the following:

• Oversees the administration, operation, back-up, and support of automation, including network systems, Windows and Linux servers, remote access, desktop applications, computers, printers, scanners, web sites, courtroom technologies, audio-video systems, telephones, mobile devices, etc.

- Ensures automation operations adhere to applicable guidelines and regulations; and, develops and implements improvement plans, new standards, and best practices for identified short and long range automation needs.
- Evaluates emerging technologies and national initiatives to advance the court's IT systems, operations, network, and database.
- Communicates with stakeholders to define objectives for new technology and initiatives; and, recommends modifications or custom designs to existing systems and equipment.
- Establishes priorities, prepares documented schedules for project development and release; provides effective leadership and control by monitoring and reporting status; and, executes projects to accomplish the court's objectives according to customer expectations while delivering quality service district wide.
- Develops a budget spending plan for the court's needs and objectives; allocates resources to support the cyclical replacement and maintenance of all systems; provides justification for expenditures; and, manages acquisitions, contracts, and positions within the approved budget.
- Researches, evaluates, and recommends system equipment purchases, placement, and configuration.
- Serves as the IT contracting officer and leads the acquisition process, including negotiations with vendors, preparation of procurement documents, and verification that products and services received comply with contract terms; and, directs the installation, lifecycle maintenance, and disposal of IT hardware and software.
- Ensures physical and logical security and integrity of hardware, software, servers, and databases to include user access, off-site storage, and security procedures; and, develops and manages a continuity of operations plan (COOP) in the event of a disaster or major system failure.
- Oversees and exercises close control over automation inventory maintenance, maintenance contracts, and software license management to maintain current records.
- Establishes protocol and ensures compliance for effective documentation of systems and applications.
- Recommends, develops and maintains an IT organizational structure that supports the needs and objectives of the court; ensures IT staff provide exceptional customer service and meet project deadlines; enforces IT staff compliance with policies and procedures; creates training and development opportunities for IT staff, coordinating as necessary with the Administrative Office, Federal Judicial Center, supplying vendors, etc.; prepares and conducts performance evaluations; and, recommends personnel actions.
- Performs other duties as assigned.

Qualifications:

To qualify for the position, the individual must have or meet the following requirements:

A minimum of five years of information technology experience which demonstrates: (1) thorough working knowledge of principles and techniques of computer hardware and software, office automation, database design, and data communications with the ability to troubleshoot and problem solve; (2) extensive knowledge of software testing methods, practices, and preventive maintenance activities; (3) substantial knowledge of systems design and development, programming concepts, and languages; (4) proficiency with tools concerning computer networking, database management, and internet/intranet applications and development, and website design; (5) considerable knowledge of UNIX/LINUX operating systems, INFORMIX compliant relational database management system, desktop and server virtualization, and LAN/WAN architecture; and (6) significant experience in conducting research of available services and products, providing proposed solutions, and isolating and taking necessary corrective actions.

Qualified applicants also must have at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to acquire skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgement, and knowledge of the basic concepts, principles, policies, and theories of management. At least one year of this experience must be equivalent to work at the CL-29 grade if appointed at the CL-30 level. If appointed at the CL-31 level, at least one year of this experience must be equivalent to work at the CL-30 level.

Additionally, the court's preferred qualifications are: (1) a bachelor's degree in computer science or related field; (2) excellent written and oral communication skills, including the ability to relay automation techniques and processes clearly to non-automation personnel at all levels within the organization; (3) superior interpersonal skills, with an ability to build, motivate, and lead a dynamic team; (4) ability to problem solve and exercise mature and decisive judgment; (5) a professional and positive attitude; (6) skill at applying existing or new principles in difficult or challenging situations; (7) knowledge of legal terminology, federal court processes, and functions of the court; and, (8) demonstrated record of ongoing professional development.

Benefits:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination. The selected applicant must be available for travel to the court's other division as well as for some travel throughout the district.

How to Apply:

All in interested persons must submit a single PDF containing:

- Cover letter, including a sentence identifying the job source used to locate this position
- Resume
- Completed AO 78 Application Form, which may be obtained at www.mdb.uscourts.gov
- Copies of the last two performance evaluations unless a current employee of this court
- Three professional references

Application packages must be emailed to <u>Jobs@mdb.uscourts.gov</u> (please include "Director of IT" in subject line).

Travel and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees", which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates selected to interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER