



United States Bankruptcy Court Western District of Louisiana

Director of Information Technology Vacancy Announcement #2015-04

Opening Date: August 17, 2015

Closing Date: September 21, 2015 or Until Filled

(Preference given to applications received by September 21, 2015)

Salary Range: CL29 - CL30 (\$66,755 – \$128,223)* *Based on experience and qualifications. Position has promotion potential without further competition.*

Location: Shreveport, Louisiana

The United States Bankruptcy Court for the Western District of Louisiana is accepting applications for the position of Director of Information Technology. This position is located in the Shreveport Office and reports directly to the Chief Deputy. The ideal candidate should possess excellent leadership and management skills and be well versed in all aspect of information technology (programming, network, PC support, etc.). The Director of Information Technology (IT) is expected to stay current with state-of-the-art computer technology and information technology solutions.

The Director of Information Technology must possess the following: excellent leadership, strong analytical skills, exceptional customer service attitude, and excellent communication skills both oral and in written form. Knowledge of project management processes, methods and techniques are essential as is the ability to follow through on projects and meet established goals and deadlines. The Director of IT must exhibit professionalism, innovation, leadership, and vision when directing the planning, coordination and integration of all information technology functions.

Representative Duties:

The Director of Information Technology provides managerial and technical oversight for integration of IT technology resources for the Bankruptcy Court. This position directs and monitors the development, installation, and maintenance of mission-critical applications used by the Court.

This position supervises, assigns, and coordinates the work of the IT department and recommends training for IT staff. The Director of Information Technology ensures the performance of all IT functions are of the highest quality, conducted timely, and meet required performance schedules.

The Director of Information Technology develops and recommends short and long range information technology improvement plans for the Judges, Chambers, and Clerk's Office staff. This position advises the Clerk and Chief Deputy of information technology needs, objectives, and capabilities, including anticipation of future requirements and problems which may affect the court. The Director of IT recommends and coordinates with the Clerk and Chief Deputy any proposed changes to information technology that may enhance the overall capability and/or productivity of the total organization.

This position supports and maintains the Data Communications Network (DCN), Local Area Network (LAN), SharePoint Internet/Intranet and AO National Applications (Lotus Notes, CM/ECF, FAS4T, etc.). The Director of IT oversees and delivers help desk and troubleshooting support in all areas of information technology used by the Court. This position provides support and maintains the audio/video systems and

mobile devices to Judges, Chambers, and Clerk's Office staff. The successful candidate oversees the administration, operation, back-up, and support of automation, including network systems, remote access, desktop applications, computers, printers, scanners, and telephones, etc. The Director of IT establishes protocol and ensures compliance for effective documentation of systems and applications.

The Director of IT develops budget justification for IT equipment, upgrades, cyclical replacement, and normal operations. Responsibilities include developing specific system features to satisfy local Court needs. This may involve making adaptations to a national system or development of specific systems for the Court. The individual in this position ensures the safety, security and integrity of databases to include user access, off-site storage and security procedures. This individual is responsible for the continuity of information technology operations in the event of an emergency.

Qualifications/Standards:

- A bachelor's degree in computer science or related field from an accredited college or university is required. The candidate must possess a minimum of (5) years of progressively responsible information technology experience designing, implementing, or maintaining computer systems that included completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management. The successful candidate must have the ability to communicate effectively, both orally and in writing, with constituents from a wide variety of educational and professional backgrounds.
- In addition, the candidate must possess at least (3) years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationship to lead a team of employees, the ability to exercise mature judgement, and providing thorough knowledge of the basic concepts, systems, principles and theories of organizational and information technology management and IT supervisory responsibility. At least one year of this experience must be equivalent to work at the CL-28 if appointed at the CL-29 level. If appointed at the CL 30, at least one year of this experience must be equivalent to work at the CL-29 level.

Preferred Qualifications:

- Master's Degree in Computer Science, Public, Business, Judicial Administration or related field from an accredited college or university.
- Thorough knowledge and experience with Red Hat Linux and Informix.
- Thorough working knowledge of theories, principles, practices, and techniques of computer hardware and software, office automation, database design, and data communications. Ability to troubleshoot and problem solve.
- Experience in analyzing, evaluating, and determining automation needs.
- Experience with server virtualization.
- Advanced knowledge of networking, operating systems, servers, and thorough knowledge of LAN/WAN internetworking technologies.
- Extensive knowledge of database communication security and privacy techniques.
- Knowledge and skill in information technology management.
- Thorough knowledge of web design.
- General aptitude to learn new operating system languages and applications.
- Experience in setting up and supporting telework employees.
- Prior experience with Perl, Java, IBM Domino Server, Lotus Notes, CM/ECF, FAS4T, Adobe Dreamweaver, HTML, Web Services, SharePoint, and Microsoft suite of applications (including Word, Excel, PowerPoint, Outlook, Publisher, Access).

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate is required to undergo a full background investigation including criminal history, credit history, and FBI fingerprinting. Appointment will be provisional contingent upon the favorable results of the FBI background investigation. The selected candidate will be subject to updated background investigations every five years.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the Judicial Code of Conduct, which is available upon request. Court employees are not civil service and are considered to be "at will." Federal Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other federal government employees depending on the appointment type. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Benefits:

The U.S. Bankruptcy Court offers a generous benefits package. Benefits include annual and sick leave, 10 paid holidays per year, health, life, long-term care insurance, flexible spending plans, retirement and immediate matching Thrift Savings Plan.

Application Procedures and Information:

To apply for this position, qualified persons should complete a cover letter, an Application for Judicial Branch Federal Employment (AO 78), and a detailed resume, along with (3) professional references. The (AO-78) application is available at: www.lawb.uscourts.gov, under Courts/Employment. Applications will not be considered complete until all items listed above have been received by Human Resources. Submit the completed application package to the address provided below or email the application packet via pdf format with the subject line **"HR Confidential" 2015-04** to: joann_walker@lawb.uscourts.gov

U. S. Bankruptcy Court
Western District of Louisiana
Attn: Human Resources **"Confidential" 2015-04**
300 Fannin Street, Suite 2201
Shreveport, LA 71101

Only candidates selected for an interview will be contacted.
Candidates selected for interviews must travel at their own expense.
The court reserves the right to modify the conditions of this job announcement.

Equal Opportunity Employer