



United States Bankruptcy Court Western District of Louisiana

Director of Information Technology Vacancy Announcement #2019-04

Opening Date: June 17, 2019

Closing Date: August 17, 2019, or Until Filled

(Preference is given to applications received by August 17, 2019)

Salary Range: CL29 - CL30 (\$70,965 – \$136,302) *

Location: Shreveport, Louisiana

** Based on experience and qualifications. The position has promotion potential without further competition.*

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 aspects 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:

- Provides managerial and technical oversight for the integration of IT technology resources for the Bankruptcy Court. Maintains the Court's IT strategic plan.
- Oversees and participates in the analysis, implementation, operation, development, and support of mission-critical applications nationally supported information technology systems, and locally developed automated solutions.
- Manages, develops, and mentors staff involved in information technology functions, including establishing standards, assigning and reviewing work, evaluating performance.
- Oversees the daily operation of the IT department to include analyzing workflow, establishing priorities, and setting deadlines. Conducts staff meetings and communicates relevant information to staff.
- Serves as the IT security officer for the Court. Manages courtroom technology and telecommunications capabilities.
- Maintains oversight of the quality of web development and management to ensure that end-user needs are consistently met.
- Manages remote and mobile information systems. Maintains oversight of the Court's automation equipment and property inventory.
- Evaluates the Court's technology use and needs. Develops and implements both short and long-term automation improvement plans that anticipate future requirements and problems.

Formulates, recommends, implements, and enforces appropriate policies, procedures, and standards.

- Develops specific system features to satisfy unique needs. Makes adaptations to national systems and participates in the planning and acquisition of specific systems for the Court. Develops cost-benefit analyses for various information technology projects.
- 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. Oversees the administration, operation, back-up, and support of automation, including network systems, remote access, desktop applications, computers, printers, scanners, and telephones, etc.
- Establishes protocol and ensures compliance for effective documentation of systems and applications.
- Manages and maintains all aspects of the Court's IT security posture in accordance with Judicial Conference policy. Creates and regularly reviews the Court's IT security policies and procedures. Ensures the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment. Manages the IT portion of the Court's Continuity of Operations Plan (COOP). Conducts annual COOP tests, and recommends appropriate updates.
- Plans and manages IT budgets, expenditures, and property and equipment procurement in consultation with the Chief Deputy and Clerk of Court.
- Meets regularly with the Chief Deputy, Clerk of Court, judges, managers, representatives from other courts, vendors, and staff of the Administrative Office of the U.S. Courts to determine IT needs, recommend solutions, and maintain collaborative relationships.
- Travels periodically to divisional offices and may travel outside the district for training.

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 five 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 three 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 relationships to lead a team of employees, the ability to exercise mature judgement, and provide 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.
- Prior experience with Perl, Java, IBM Domino Server, CM/ECF, FAS4T, Adobe Dreamweaver, HTML, Web Services, SharePoint, and Microsoft suite of applications (including Word, Excel, PowerPoint, Outlook, Publisher, Access).

- Hardware and software, office automation, database design, and data communications.
- Experience in analyzing, evaluating, and determining automation needs.
- Advanced knowledge of networking, operating systems, servers, and thorough knowledge of LAN/WAN internetworking technologies.
- Extensive knowledge of software testing methods, practices, and preventive maintenance activities.
- Proficiency with tools concerning computer networking, database management, and internet/intranet applications and development, and website design.
- Cybersecurity knowledge and experience; and extensive project management experience.

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. The 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, paid holidays, health, dental, vision, life insurance, long-term care insurance, flexible spending plans, retirement, and immediate matching Thrift Savings Plan.

Application Procedures and Information:

To be considered for this position, applicants must submit the following information in pdf format:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information of three (3) professional references; and,
- 4) Form AO-78-Application for Judicial Branch Employment available at www.lawb.uscourts.gov/employment.

Applications will not be considered complete until all items listed above have been received by Human Resources. Submit the completed application package in **pdf format** via email with the subject line “**HR Confidential**” 2019-04 to joann_walker@lawb.uscourts.gov.

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