



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Director of Information Technology Vacancy #2020-04

Opening Date: December 10, 2020
Closing Date: February 10, 2021, or Until Filled
(Preference is given to applications received by February 10, 2021)
Salary Range: CL 29/30 (\$72,975 - \$140,157) * Based on experience and qualifications. Position has promotional 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 management skills and be well versed in all aspects of information technology (programming, network, PC support, etc.). He/she oversees, maintains and delivers help desk and troubleshooting support in all areas of information technology, including network systems, remote access, desktop applications, computer hardware and software, printers, scanners, mobile devices, audio/video systems, telephones, and any new emerging technologies.

The Director of Information Technology must possess excellent leadership skills, an exceptional customer service attitude, strong analytical skills and excellent communication skills, both oral and written. He/she must exhibit professionalism, innovation, and vision when directing the planning, coordination and integration of all technology functions. 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.

Representative Duties:

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Oversees the daily operation of the department including analyzing workflow, establishing priorities and setting deadlines. Manage, develop and mentor staff by establishing standards, assigning and reviewing work, conducting staff meetings, regularly communicating relevant information to staff and evaluating performance.

- Responsible for policy development, end-user training, operational maintenance and support, and research and development of IT solutions.
- 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.
- Establishes protocol and ensures compliance for effective documentation of systems and applications.
- Manages and maintains all aspects of the Court's IT security posture, serves as the local IT security manager, and is primarily responsible for day-to-day upkeep, integration and improvement of the virus detection and prevention security systems. Must maintain proactive plans and policies to prevent network intrusion and enhance protection. 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 emergency preparedness plans.
- Plans and manages IT budgets, expenditures, and property and equipment procurement in consultation with the Chief Deputy and Clerk of Court.
- Maintains relationships and regularly meets with judges, court unit executive, chief deputy, managers and vendors to determine IT needs and provide recommendations.
- Travels periodically to divisional offices and may travel outside the district for training.
- Performs other duties as assigned.

Qualifications/Standards:

- Must possess either a bachelor's degree in computer science or related field from an accredited college or university or demonstrate equivalent advanced knowledge of IT principles through IT certifications. The candidate must possess a minimum of five years of progressively responsible information technology experience designing, implementing, or maintaining computer systems. This experience should include 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 responsibility that provided the candidate an opportunity to gain skill in developing the interpersonal work relationships necessary to lead a team of employees and exercise mature judgment. 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 is preferred.
- Possess thorough knowledge and experience with Red Hat Linux and Informix.
- Prior experience with Perl, Java, IBM Domino Server, CM/ECF, Adobe Dreamweaver, HTML, Web Services, SharePoint, and Microsoft suite of applications.
- Understand and implement hardware and software, office automation, database design, and data communications.
- Advanced knowledge of networking, operating systems, servers, and thorough knowledge of LAN/WAN internetworking technologies.
- Proficiency with tools concerning database management, internet/intranet applications and development, and website design.
- Knowledge of software testing methods, practices, and preventative maintenance activities.
- 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" 2020-04** to lawbhr@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, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The United States Bankruptcy Court is an Equal Opportunity Employer