UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA
Office of the Clerk

Vacancy Announcement No: 07-01

Position: Director of Information Technology

Location: Raleigh, North Carolina

Salary Range: CL 30 ($ 73,513- $119,520)* / Promotional Potential: CL 31
* Depending upon experience and qualifications

Date of Posting: May 1, 2007 **Closing Date: Open until filled**

Position Overview:

The position is located in the U.S. District Court for the Eastern District of North Carolina. The Director of IT is responsible for managing the consolidated Automation and Technology Department of the District Court and Probation Office. The Director must possess excellent leadership skills, strong analytical skills and effective communication abilities in oral and in written form. The ability to exhibit professionalism, leadership and a vision that directs the planning, coordinating and integrating of all Automation and IT functions is essential. The Director reports directly to the respective District Court and Probation Office Court Unit Executives.

The position includes managing the computer systems and new technology of the U.S. District Court and U.S. Probation Office. The combined agencies encompass eight locations with approximately 170 combined users. Applications are housed on both LINUX/UNIX systems, Novell Netware Servers, Windows Server 2003/SQL, and Windows XP as the primary desktop operating system. Off-the-shelf applications include WordPerfect, Lotus Notes, Internet Explorer, Microsoft Office and other applications

Representative Duties:

- Works with judges, court unit executives or designees to identify automation needs, objectives, and capabilities, including anticipation of future requirements and situations. Ensures subordinate staff provide effective use of automated resources available to the district.
- Develops and implements short and long range automation improvement plans, ensuring changes can be implemented district wide. Develops and manages implementation plans for the district automated systems in line with the Judiciary Long Range Plan.
- Develops a budget plan for the district's automation program, allocates resources to support development of automated networks, and manages the approved budget including procurement and inventory control.
- Serves as a member of the management team. Supervises an automation staff through assigning and approving work and managing the group for the organizational units. Recommends personnel actions concerning subordinates, conducts performance evaluations, training, employee relations, and related areas.
- Provides programming support and works with a variety of programming languages and tools that apply to computer networking, database management, and internet/intranet application and development. The ability to work with languages such as Visual FoxPro, Visual Basic, Java, Perl, PHP, SQL, HTML, XML and shell scripting for UNIX/Linux platforms is essential.
- Researches, identifies and adapts national proposed system equipment. Evaluates proposed system equipment, configuration and makes recommendations. Recommends placement and utilization of equipment. Identifies the need for supplemental equipment and works with vendors. May develop specific system features that satisfy the needs of the district.
- Directs purchases of commercial software, identifying alterations or custom designs. Ensures physical and logical security for systems hardware and software.
- Manages the development and execution of a court automation training plan, as well as local court technical and user documentation, to ensure effective utilization of installed automated programs, coordinating as necessary with the Administrative Office, Federal Judicial Center, supplying vendors, and others in the data processing community regarding automated systems.

- Provides consultation to and oversees the day-to-day administration, operation and support to the entire Court with regard to the areas of automation and use of computers. Provides help desk/trouble shooting support to staff as needed.
- Ensures safety, security and integrity of databases to include user access, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan (COOP) in the event of a major system failure within a building, a fire, and/or other building or local disaster.

Qualifications/Requirements:

Required: (1) Candidates must have a bachelor's degree in computer science or related field and at least five years management experience which has provided an opportunity to deal with a diverse group of persons in a work relationship, (2) possess the ability to exercise mature judgment, (3) have a thorough knowledge of the basic concepts, principles and theories of management and (4) have demonstrated ability to manage automated systems in a medium size organization.

Preferred: A Master's degree in computer science. 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 and planning to implement systems to meet those needs. General aptitude to learn new operating system languages and applications. Skill in training non-automation personnel in automation techniques and processes. Knowledge of the functions and processes of the court. Ability to conduct research of all available services and provide proposed solutions; isolate and take corrective actions to applications software and hardware problems. Skill at applying existing or new principles in difficult or challenging situations.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing method, practices and preventive maintenance activities. Knowledge of sophisticated structured programming methods, practices and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment. Knowledge of LINUX operating system and INFORMIX compliant relational database management system. Knowledgeable in web design, specifically Dreamweaver. Familiar with the workings of LAN/WAN configurations as well as routers, hubs and switches.

Additional Preferences: To qualify for this position a person should demonstrate that s/he possesses:

- Knowledge of legal terminology and federal court processes;
- Experience in integrating and consolidating disparate systems and automation architectures;
- Proven ability to successfully manage large projects with strong organizational skills;
- Excellent communication and interpersonal skills and unquestioned integrity with a positive "can do" attitude.

Benefits: Judicial Branch employees are considered "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 federal government employees including:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days per year after three years; and 26 days per year after fifteen years
- Retirement Benefits
- Optional participation in the Thrift Savings Plan (TSP), Federal Employee's Health Benefits, Group Life Insurance, Flexible Benefits Program, Long Term Care Insurance, Long Term Disability.

Conditions of Employment:

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Candidates will be subject to credit and criminal history checks. Final candidate must undergo a full OPM background investigation and sign consent for IRS tax check and consumer report review. Employees are subject to updated background investigations every five years. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the Court for the Eastern District of North Carolina.

Application Information:

Interested applicants must submit three (3) copies of the application package, which is to include: a cover letter, the official AO78 application, resume, copies of your last two performance evaluations, and a narrative statement not to exceed one page, which addresses your management philosophy. The AO78 is available at http://www.nced.uscourts.gov/. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Application packages should be marked "Confidential" and mailed to:

U.S. District Court
Attn: Human Resources Department
310 New Bern Avenue, Room 434
Raleigh, North Carolina 27601

This agency provides reasonable accommodation to applicants with disabilities. 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.

The United States District Court is an Equal Opportunity Employer