

**UNITED STATES DISTRICT COURT AND PROBATION OFFICE
EASTERN DISTRICT OF NORTH CAROLINA**

DIRECTOR OF INFORMATION TECHNOLOGY

Vacancy Announcement No: 15-01

Location: Raleigh, North Carolina

Salary Grade/Promotional Potential: CL 30 - 31 (\$81,312 - \$155,428)*

*Depending upon experience and qualifications

Opening Date: February 6, 2015

Closing Date: Open Until Filled**

Description of Vacancy:

The United States District Court and United States Probation Office for the Eastern District of North Carolina are seeking qualified applicants for a full-time Director of Information Technology (IT). This position is responsible for managing the consolidated Information Technology Department of the District Court and United States Probation Office. The combined agencies encompass seven locations with approximately 170 users. Applications are housed on LINUX/UNIX systems and Windows Server 2012/SQL. The 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 Honorable James C. Dever III, Chief United States District Judge, and is a member of the management teams of the Clerk's Office and United States Probation Office.

Representative Duties:

The Director of IT 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, remote access, desktop applications, computers, printers, scanners, 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 district'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 district's objectives according to customer expectations while delivering quality service district wide.
- Develops a budget spending plan for each agency's automation 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.
- 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, life-cycle 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 District Court and United States Probation Office; 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.

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

Education and Experience Qualifications: (1) a bachelor's degree in computer science or related field and at least five years' management experience supervising automation staff; (2) thorough knowledge and demonstrated application of the principles of management, business processes, and budgeting; (3) demonstrated ability to manage a medium-size organization and oversee its automated systems; (4) proven success in the management and completion of multiple large projects which meet or exceed customer expectations; (5) extensive experience in analyzing, evaluating and determining automation needs and implementing systems to meet those needs; and, (6) experience in assessing and prioritizing automation interests and accomplishing objectives on schedule without compromising quality.

Technical Qualifications: (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, 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.

Personal Attributes: (1) excellent written and oral communication skills, including the ability to relay automation techniques and processes clearly to non-automation personnel; (2) superior interpersonal skills, with an ability to build, motivate, and lead a dynamic team; (3) unquestioned integrity; (4) ability to problem solve and exercise mature and decisive judgment; (5) professional and positive attitude; and, (6) skill at applying existing or new principles in difficult or challenging situations.

Preferred Qualifications: (1) a master's degree in computer science or related field; (2) general aptitude to learn new operating system languages and applications; (3) interest in technology trends and experience with strategic planning and the implementation of automation initiatives; (4) knowledge of legal terminology, federal court processes, and functions of the court; and, (5) demonstrated record of ongoing professional development.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will be considered provisional pending the successful completion of a ten-year Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

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 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.

Application Procedures:

All interested persons must submit a single PDF version of the application package which is to include the following documents:

- Cover letter, including a sentence identifying the job source used to locate this position
- Resume
- Fully completed AO 78 Application Form, which may be obtained at www.nced.uscourts.gov.
- Copies of the last two performance evaluations
- College transcripts
- Narrative statement, not to exceed one page, outlining management philosophy
- List of three professional references

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov.

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 in consideration for this position will be contacted.

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