

**UNITED STATES COURTS
Eastern District of Oklahoma**



CAREER OPPORTUNITY

Position Title: Director of Information Technology
Location: Muskogee, Oklahoma
Closing Date: November 30, 2018
Salary/Range: CL 30 (\$82,478.00 to \$134,048.00) depending on qualifications.

POSITION SUMMARY

The United States District Court, the United States Probation Office and the United States Bankruptcy Court for the Eastern District of Oklahoma seek applications for the position of Director of Information Technology. The Director of Information Technology is responsible for overseeing and managing automated systems for the Courts including operations and integration of all judiciary and local applications. The incumbent directs manages and oversees automation training, coordination, and integration of office equipment, telecommunications, and courtroom technology. The Director of Information Technology ensures compliance with the appropriate guidelines, policies, and approved internal controls. This position requires strong analytical skills, an exceptional customer service attitude, and excellent communication skills (both oral and in written form). Knowledge of project management processes, methods and techniques is essential. An ability to follow through on projects and meet established goals and deadlines is required. The director must exhibit professionalism and vision when directing the planning, coordination and integration of all IT functions. The successful candidate will be innovative and possess leadership skills. The ideal candidate will have the ability to work independently and in a team environment while prioritizing multiple, rapidly shifting responsibilities. The successful candidate will have respect for and the ability to work within the hierarchical structure of the court and the ability to work collegially and confidentially with court unit executives and managers.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Manage, develop, and mentor supervisory staff and other professionals involved in information technology activities.
- Direct daily operations of department to include analyzing workflow, establishing priorities, developing standards, and setting deadlines.
- Evaluate the organization's technology use and needs. Develop and implement both short-term and long-range automation improvement plans which include consideration of unit needs, objectives, and capabilities, including anticipation of future requirements and problems. Create flow charts and forms that are well designed, clear, and easy to understand. Formulate, recommend, implement, and enforce appropriate policies, procedures, and standards. Develop solutions to problems and procedures for accomplishing objectives.
- Manage courtroom technology and telecommunications capabilities. Maintain oversight of the quality of web development and management to ensure user needs are consistently met. Manage remote and mobile information systems. Maintain oversight of unit's automation equipment and property inventory.

- Develop specific system features to satisfy unique unit needs. This may involve making adaptations to national systems or development of specific systems and/or programs for the court units. Adapts software and documentation, performs, testing and establishes IT systems operation procedures.
- Develop cost-benefit analyses for various information technology projects. Meet established deadlines and commitments.
- Ensure the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment. Manage the information technology Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Plan, manage, and control information technology budgets, expenditures, and property and equipment procurement activities in consultation with senior management.
- Meet regularly with managers, judges, court unit executives, other court units, and vendors to determine information technology needs, recommend viable solutions, and maintain collaborative relationships.
- Develop presentations, data, and technical briefings on information technology related topics. Establish and ensure effective training in system use and capabilities. Remain current regarding emerging technologies and how they interface with systems.
- Comply with the *Guide to Judiciary Policy*, the Human Resources Manual, applicable Administrative Office policies and procedures, and internal controls guidelines. Comply with procurement procedures, policies, and guidelines. Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment always. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Communicate clearly and effectively, both orally and in writing, to explain complex concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.

MINIMUM/REQUIRED QUALIFICATIONS

- At least three years of specialized experience and training in the field of information technology. Candidate must have technical, professional, supervisory or managerial experience that provided an opportunity to gain skills in developing interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary. Candidate must have at least one year of specialized experience equivalent to work at the CL-29.
- Display proficiency when applying the theories, principles, practices, and techniques of computer hardware, software, office automation, database design, and data communications. Demonstrate attention to detail when analyzing, evaluating, and determining automation needs and planning to implement systems to meet those needs. Exhibit a thorough knowledge of operating systems, servers, workstation products, Local Area Networks (LANs) and Wide Area Networks (WANs). Exhibit knowledge of data communications security and privacy techniques. Display a clear understanding of the principles of business systems analysis, including procedural documentation, equipment, and project implementation. Demonstrate expertise in designing effective information technology subsystems and developing appropriate programs. Display proficiency in maintaining multiple information technology systems using different programming languages and operating systems. Apply knowledge of federal court and unit operations, roles, functions, and organizational structures.

- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace. Display skill in leading supervisors in the implementation of new ideas and better work procedures, including process redesign and evaluating and implementing potential process improvements.

COURT PREFERRED QUALIFICATIONS

- Managerial or supervisory experience is preferred.
- The ideal candidate will have current or previous experience working in the federal judiciary.
- Experience supporting smart phones and computing devices, such as the Apple iPhone and iPad, for a highly mobile workforce.
- Virtual Computing Environment
- Skill and experience supporting audio/video systems and video conferencing solutions.

Preference will be given to those candidates who possess professional certifications and/or significant operational and technical experience in: Windows server and workstation operating systems; relational database managed systems; Windows applications including MS Office 365; Adobe Acrobat; and Intranet/Internet technologies. Knowledge of networking topologies, protocols and media is also preferred, including but not limited to: SQL, INFORMIX, LINUX, TCP/IP, VPNs, VLANS, VoIP, as well as related hardware components such as servers, data storage equipment, backup devices, routers, hubs and switches. Networking experience with Windows Server and Linux preferred. Technical proficiency in the following U.S. Court products preferred: FTR, CM/ECF, JMS, JIFMS, eVoucher, JFINSYS, NESSUS, SEP, NIPT, JIRA, GSActions, JENIE, Cloud and View, JICS, Java Script, and Drupal. Also, experience with network security products, server and software deployment, and wireless technologies.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review upon request. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Employees will be hired provisionally pending the results of the background investigation. Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are at will and can be terminated with or without cause by the court. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits.

APPLICATION INSTRUCTIONS

Submit a letter of application, resume, and a completed AO-78, Application for Federal Judicial Branch Employment. The application form is available at: : <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Application materials should be submitted via email to: HRokeb@okeb.uscourts.gov

The subject line should state: **Application for Director of Information Technology**

If you do not receive email confirmation within three business days please contact Human Resources at 918-549-7228.

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Participation in the interview process will be at the applicant's own expense.

**** The Court is an Equal Opportunity Employer ****