

**The United States District Court
Southern District of Florida
NOTICE OF VACANCY**

Position: Director of Automation
Announcement No: 2010-CLK-10
Location: Miami, Florida
Salary Range: CL 31 -\$96,250 - \$155,500(*commensurate with qualifications*)
Opening Date: April 16, 2010
Closing Date: April 30, 2010, or until filled.

Position Overview

The incumbent is responsible for the automated systems within the Office of the Clerk, United States District Court, Southern District of Florida through introduction, application, operations, coordination, and integration of all units serviced. The Director, will provide overall leadership, vision, and strategy to lead Southern District of Florida automation systems to the forefront of available technology and efficiency.

Representative Duties:

- Manages a team of staff members with skills in the areas of systems analysis, networking, data communications, training, equipment operations and maintenance, data base security and maintenance, data and telecommunications, and statistics.
- Coordinate and make recommendations on WAN (wide area network) activities to the Clerk of Court•Court Administrator and department heads as needed.
- Develops short and long range automation improvement plans for the Court, ensuring that changes can be implemented with minimal disruption. Works with the Court's Automation Committee and Court Administrator to develop a comprehensive automation strategy and to keep the Court's automation systems on track with that strategy.
- Manages execution of implementation plans in the Court for major automated systems. Adapts software and documentation; performs testing; establishes operating procedures; devises security systems for hardware, software and data. Establishes training in system use and capabilities.
- Advises management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Develops budget justification for system equipment, up-grades, and normal operations. May monitor or approve all expenditures for automation operations.
- Ensures proper housing, space, utilities, and physical security for system hardware/software, and related equipment; coordinates with the Administrative Office, Federal Judicial Center, Circuit Executive's Office, Bankruptcy Court, chambers, Probation, Pretrial Services, vendors, and others as needed.
- Supervise a subordinate staff of automation specialists through assigning and approving work and managing the group administratively.

It is our honor and duty to provide the support necessary to enable the Court as an institution to fulfill its constitutional, statutory and societal responsibilities for all who seek justice.

- Develop specific system features to satisfy local court unit needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific system for the court unit. Maintains library of software, including documentation of locally developed material.
- Manages and develops special management reports for different elements of the court unit.
- Makes presentations and technical briefings for court management, judges and members of the bar on automated system-related topics. Develops cooperative work atmosphere among a diverse group of judicial and managerial personnel and other offices.
- Acts as primary liaison with Administrative Office and Federal Judicial Center personnel, vendors, GSA, counterparts in other courts, and others in the data processing community regarding automated systems.
- Insures safety and integrity of data bases to include user accesses, off-site storage and security procedures. Develops and manages a continuity of operations plan in the event of a major systems failure.
- Oversees automation maintenance program for the court unit.

Qualification Requirements

Requires a bachelor's degree in computer science or related field, and at least three years of management experience which has provided an opportunity to gain:

- a) Skill in developing the interpersonal work relationships needed to lead a team of employees;
- b) The ability to exercise mature judgment, and
- c) Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit. Candidate must have thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications. Be able to troubleshoot and problem solve.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing method, practices and preventive maintenance activities. Knowledge of Microsoft Windows Server 2000/2003/2008 Operating Systems. Knowledge of sophisticated structured programming methods. Knowledge of operating systems and relational database management systems. Knowledgeable in web design, specifically Dreamweaver. Familiar with the workings of LAN/WAN configurations as well as routers, hubs and switches.

The successful candidate must be able to communicate effectively, both orally and in writing; possess good judgement, maturity and tact; be dependable, responsible, and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and, present a poised, professional appearance and demeanor at all times. **This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time.**

Preferred Experience: Preference will be given to applicants with:

- A Master's degree in Computer Science, Public Administration or related field.
- Federal court experience.

Background Investigation

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Duty Station/Organizational Relationship

This position is assigned to the Clerk's Office, U. S. District Court, Southern District of Florida, Miami, FL and reports to the Chief Deputy Administration.

Employee Benefits:

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Court employees enjoy the same benefits as other Federal Government employees such as:

- Accrue paid vacation days based length of service and enjoy ten paid national holidays during the year.
- Participation in pre-tax Federal Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, Long Term Disability program and pre-tax Flexible Spending Accounts.
- Participation in a retirement program along with investment opportunities through the Thrift Savings Plan (similar to a 401K)
- Electronic funds transfer (EFT) participation is required for payment of net pay.

Application Requirements:

Submit required application documents noted below electronically in PDF (preferred), WordPerfect or Word format noting the Announcement Number in the subject line, and email to: flsd_hrmail@flsd.uscourts.gov

(Please do not "paste" your resume into email message.)

- All applicants **MUST** submit a completed AO78 - Application for Judicial Branch Employment available on the District Court Internet site: www.flsd.uscourts.gov -- under Applicant Information.
- All applicants **MUST** submit a copy of their degree.
- All applicants **MUST** include a detailed resume, including salary history, and personal email address.
- All applicants **MUST** include a written statement (no more than two type-written pages) describing the extent to which you possess the knowledge, skills, and abilities to perform the duties of the position, including examples of their management experience, accomplishments, and responsibilities as they relate specifically to the position overview.

United States District Court - Human Resources
400 N. Miami Avenue, Room 8S47, Miami, FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

Only qualified applicants will be considered for this position.
The federal courthouse has been designated a non-smoking area.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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