



UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF IOWA

NOTICE OF POSITION VACANCY

Position: Director of Information Technology (2012-01CR)
Classification: CL30 (Salary Range \$77,347 - \$125,705)
Location: Cedar Rapids, Iowa
Opening Date: February 6, 2012
Closing Date: Open Until Filled (First Review: 02/27/2012)

The United States Bankruptcy Court for the Northern District of Iowa is recruiting for the position of Director of Information Technology. This position is located in the Bankruptcy Clerk's Office and reports directly to the Clerk of Court.

The Position

The Director of Information Technology is responsible for the Courts' servers, network infrastructure, telecommunications, web and remote access systems. The Court's applications are housed on a variety of Windows and UNIX servers. In addition to a suite of nationally deployed applications, the Court utilizes typical off-the-shelf Microsoft Office applications as well as Sharepoint, Drupal and Lotus Notes.

The Director of Information Technology will perform or be responsible for the following duties:

- Supervises and leads a staff comprised of technical professionals. Assigns and approves work; establishes performance standards and operating procedures; evaluates performance and provides administrative oversight. Responds to requests by judges and their staff and clerk's office staff for specific system features or applications to address court needs.
- Oversees and participates in the analysis, implementation, operation, modification, and support of mission critical applications, nationally supported automated systems, and locally developed automated solutions. Recommends, implements and administers standard operating and system security programs, policies and procedures.
- Develops a strategic information technology plan (long and short range) for the Court, assigns and oversees resources/manages projects required for the successful implementation of innovations with minimum disruption to internal and external Court

users.

- Prepares bid specifications, conducts technical bid reviews, and recommends bid awards - consistent with all applicable procurement requirements for all elements of strategic information technology plan.
- Serves as the primary liaison with Information Technology personnel in the Administrative Office of the United States Courts, the Federal Judicial Center, other courts, vendors, the General Service Administration and others in the automation community.
- Manages public access to court-based information systems including electronic case filing.
- Directs the audit and evaluation of automated systems and existing software application to determine use, performance, response times, adequacy, quality and available capacities.
- Supervises and directs systems maintenance activities. Develops and supervises an automated systems continuity of operations plan in the event of major systems failure. Develops, implements and maintains technical and user documentation for all systems, including those locally developed.
- Develops a cooperative work environment among a diverse group of judicial and managerial personnel and others.

Qualification Standards

Candidates must (1) be U.S. citizens or eligible to work in the United States; (2) have a bachelor's degree in computer science or related field and at least five years management experience; and (3) a thorough working knowledge of the theories, principles, practices and techniques of both management AND computer hardware and software, office automation, database design and data communications. *Additionally Preferred:* A Master's degree in public, business, or judicial administration.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing methods, 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, and a thorough understanding of Drupal and Sharepoint. Knowledgeable in web design. 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:

- Experience in integrating and consolidating disparate systems and automation architectures;
- 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.
- Experience with preparing and administering budgets and spending plans for IT operations;
- Ability to develop automation staff to their full potential, assuring they get the necessary training and leadership.
- Experience in setting up and supporting telework employees.
- Proven ability to successfully manage large projects with strong organizational skills;
- Proven ability to manage automated systems in a medium sized organization;
- Excellent communication , interpersonal and customer service skills; and
- Unquestioned integrity with a positive “can do” attitude.

Selection Process

The most qualified applicants will be invited to one (or more) personal interviews with the Court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

In addition, the incumbent must satisfactorily complete a six (6) month probationary period.

Benefits

Benefits include paid vacation and sick leave, health benefits, life insurance, and disability insurance, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

Procedures for Applying

To be assured consideration for this position, please submit the following:

- **Application for Judicial Branch Federal Employment**
(Link to this document is found on the court’s web site at www.ianb.uscourts.gov)
- **Cover letter and Resume** (include announcement number)
- **References**

Documents must be sent in PDF format to: hr@ianb.uscourts.gov

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted. The United States Bankruptcy Court is an Equal Opportunity Employer.