

Notice of Career Opportunity
United States District and Bankruptcy Courts
Western District of Missouri



Position Title: **IT Systems Manager**
Salary Range: **CL- 30 (\$77,347 - \$125,705)**
(based on experience and qualifications)
Position Location: **Kansas City, MO**
Closing Date: **02/17/2012**

The United States Courts for the Western District of Missouri are seeking an IT Systems Manager. The person holding this position will maintain an office in Kansas City, Missouri with required occasional travel to divisional offices in Springfield and Jefferson City as well as other locations for training and business meetings. The Western District is a consolidated Court comprised of three offices and approximately 300 employees.

Description

The IT Systems Manager reports directly to the Chief Information Officer and will manage the IT support for the District and Bankruptcy Courts and Judges and for the Probation and Pretrial Services unit. The IT Systems Manager will supervise a staff of approximately 10 technical professionals, managing the day-to-day operations of the Network and Programming functions and with overall responsibility. The IT Systems Manager will also work with representatives from the Administrative Office of the U.S. Courts on national initiatives and opportunities advantageous to WDMO.

The IT Systems Manager is responsible for the Courts' servers, network infrastructure and remote access systems as well as supervising the implementation of national software applications and local modifications or products. WDMO 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 Lotus Notes.

Key Initiatives & Qualifications

The Western District is looking for a strong Information Technology Manager dedicated to providing the highest levels of customer service to court staff and to attorneys and litigants and someone who will use technology to further the mission of the Courts both now and in the future.

The District is also searching for a candidate committed to employee development and to helping employees expand skill sets and to achieve individual and team goals. Top applicants will have experience motivating both new and tenured employees and be ready to evaluate how the department should be organized to best meet the changing needs of internal customers and external customers.

In the short-term, the District is interested in an experienced manager to help plan, lead and supervise implementation of pending projects such as VoIP, virtualization, enhanced methods of secure, remote access and construction of a new server room in Kansas City, among others.

Additional Qualifications

The successful candidate must have a minimum of three – five years of IT System Infrastructure management experience managing a minimum of 8-10 IT System Administrators/Engineers as direct reports. In addition, the candidate must possess a tenured technical foundation experienced with

Microsoft, Citrix, Linux, Virtualization and related/similar technologies. He or she must be able to communicate effectively both orally and in writing and be comfortable operating as a team. Other requirements include:

- Degree in Information Technology or a related field is preferred and an MBA or similar advanced degree/training desirable;
- Three – Five years of progressive experience in managing people and resources;
- Strong track record of exceptional customer service with both external and internal customers/clients;
- Must have working knowledge of a Citrix virtual desktop environment;
- Must have working knowledge of server virtualization;
- Working knowledge of theories, principles practices and techniques of computer hardware and software, database design, and data communications;
- Experience analyzing, evaluating, and determining automation needs, and planning to implement systems to meet those needs;
- Familiarity with ITIL model and best practices;
- A commitment to establishment and adherence of process and procedures;
- Project Management planning, design, and implementation methodologies and practices;
- A proven record of successfully implementing change and the ability lead diverse teams through periods of change;

Experience in a legal setting is helpful but not required.

Conditions of Employment

Candidates must be able to show proof that they meet citizenship requirements for employment by the United States Courts and must be able to pass a background investigation, including a criminal record and credit check. Court employees must adhere to all Judicial Conference regulations, specifically the Code of Judicial Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay. The United States District and Bankruptcy Courts are a part of the federal judiciary.

Application Procedures and Information

Qualified persons should submit:

- A cover letter to include answering the following 3 questions;
 - How many years of management experience do you have in IT?
 - How many IT people have directly reported to you?
 - How many years of Citrix experience?
- Current résumé;
- Completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- Contact information for three professional references.

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court
Western District of Missouri
Attention: Michele Nelson
400 E. 9th Street
Kansas City, MO 64106
michele_nelson@mow.uscourts.gov

The application deadline is 02/17/2012

You must submit all required documents to be considered for an interview.

Only candidates selected for an interview will be contacted.

Candidates for interviews will travel at their own expense for interviews.

The court reserves the right to modify the conditions of this job announcement.