UNITED STATES DISTRICT COURT AND PROBATION OFFICE – SOUTHERN DISTRICT OF IOWA

POSITION: **Director of Information Technology**

LOCATION: **Des Moines, IA**

OPENING DATE: **June 4, 2012**

CLOSING DATE: **June 29, 2012**

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-30 ($73,419 - $125,705); Promotion Potential to CL-31 ($90,967 - $147,887); salary is based on educational background and experience in accordance with the Court Personnel System.

POSITION OVERVIEW

The United States District Court and Probation Office for the Southern District of Iowa is accepting applications for the position of Director of Information Technology. This position reports to the Clerk of Court and Chief Probation Officer to manage the consolidated Information Technology Department. The Director is responsible for all the information technology systems and courtroom technology in all judges chambers, courtrooms, and court units serviced. The Director is also responsible for leading a team of six IT employees. Occasional evening, weekend, and holiday work is necessary. Physical effort may be involved in moving, connecting, or troubleshooting equipment.

The combined court units operate in three locations and serve approximately 100 users. Mission critical national applications are Informix databases running on Red-Hat LINUX platform. Local applications and services are provided by a mix of Active Directory, DFS, Linux Centos running Xen with virtual servers, Microsoft 2003 and 2008 servers. Applications have been developed on Microsoft 2003 SQL Enterprise servers. Windows 7 is the primary desktop operating system. Off-the-shelf applications include WordPerfect, Lotus Notes, Internet Explorer, Microsoft Office, Adobe Acrobat, ColdFusion utilizing MySQL, and other applications. Support for Blackberrys, iPhones, and iPads is also required.

This position's primary function is to ensure the finest Information Technology customer service delivery to all of the District's users. The IT Director is responsible for training the IT staff to ensure their customer service orientation and skills are of the finest quality. Additionally, the IT Director is required to communicate frequently in person and in writing with the Judges, the Clerk of Court, and the Chief U.S. Probation and Pretrial Services Officer on matters related to customer service, short and long range planning, the IT budget, training needs, and leadership development of IT staff.

DUTIES AND RESPONSIBILITIES

Works with judges, court unit executives or designees to identify automation needs, objectives, and capabilities, including anticipation of future requirements and situations. Develops and maintains short and long term IT strategic plans and ensures they align with overall district plans.

Provides leadership and direction in the development of short and long range technology plans, ensuring changes can be implemented district-wide. Gathers, interprets, and prepares data for unit executives and their deputies. Provides professional advice to other members of management throughout the district. Prepares project reports to inform management of project status and deviation from goals.

Measures effectiveness and/or improvement of information technology within the organization. Advises the court unit executives on current technology and how it may enhance the effectiveness of court operations. Evaluates and develops new and expanded ways to utilize technology.

Manages and supervises assigned operations to achieve goals with available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed; approves leave and ensures staff provide the highest level of customer service.

Supervises and directs the development and maintenance of the district's Internet and Intranet sites and services.

Manages all systems maintenance activities. Monitors in-house routine housekeeping functions and ensures installation of new software releases as well as local functions such as database back-up and reconfiguration.

Presents technical information to judges, court unit executives, and court staff at court unit meetings on automated system related topics. Advises management in all areas of automation needs, objectives, and capabilities.

Manages the development and execution of court automation training plans, as well as local court technical and user documentation, to ensure effective utilization of installed automated programs.

Ensures safety, security, and integrity of databases to include user accesses, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan (COOP) and a disaster recovery plan in the event of a major system failure within a building, a fire, and/or other building.

Conducts periodic detailed reviews of all major IT application implementation projects.

Develops a budget plan for the district's automation program, allocates resources to support development of automated networks, and manages the approved budget including procurement and inventory control. Participates as a member of the Budget Committee.

Develops customer service systems and promotes a customer service focus with the IT staff.

Maintains and updates local policy and procedures as required.

Evaluates the performance and any developmental needs of the IT staff on a regular basis.

Travel as needed, including overnight stays working out of the divisional offices, training opportunities, temporary duties, etc.

Performs other duties as assigned.

QUALIFICATIONS

Bachelor's degree in computer science or related field from an accredited college or university strongly preferred. Experience in managing an Information Technology operation is required. Leadership skills, analytical ability, good judgment, and a high degree of integrity are also critical to be successful in this position. Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design, and data communications is required. The successful candidate will have experience in analyzing, evaluating, and determining automation needs and planning to implement systems to meet those needs. Skill in training non-IT personnel in automation techniques and processes is also required. Knowledge of the functions and processes of a court, or the ability to quickly obtain this knowledge, is necessary.

Excellent ability to communicate both orally and in writing to individuals at all levels is required. Skill in giving presentations to large groups (including judges) is also necessary. Project management skills are a must, as are team-building and organizational skills. Candidates should have the ability to effectively manage change and lead a team of IT professionals. Ability to deliver the highest level of customer service and satisfaction to the end user community is required.

Candidates must have at least four years of progressively responsible administrative, technical, professional, supervisory or managerial experience which provided an opportunity to gain: (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (c) a thorough knowledge of the basic concepts, principles,

and theories of management and the ability to understand the managerial policies applicable to the court unit involved, and which included at least one year of experience at or equivalent to the CL 29 level.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance are also available.

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 review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court and Probation Office are **at will** and can be terminated with or without cause at any time.

Commencing from the start date in this position, the selectee must complete a one year probationary period.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court and Probation Office for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court and Probation Office for the Southern District of Iowa 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, any of which may occur without prior written or other notice.

The U.S. District Court and Probation Office for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a letter of application which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked "confidential" and mailed or e-mailed:

Mindi Decker, Human Resources Specialist
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The United States District Court and Probation Office is an Equal Opportunity Employer that values diversity in the workplace.