



UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF IOWA

**NOTICE OF POSITION VACANCY**

**Position:** Director of Information Technology (2012-02CR)  
**Classification:** CL30 (Salary Range \$77,347 - \$125,705)  
**Location:** Cedar Rapids, Iowa  
**Opening Date:** August 10, 2012  
**Closing Date:** Open Until Filled (First Review: 08/31/2012)

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' information technology infrastructure (PCs, servers, network, and telecommunications), web, software application and remote access technologies. 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:

- Supervises and leads employees involved in information technology (IT) activities. Assigns and approves work; establishes performance standards and operating procedures; evaluates performance and provides administrative oversight.
- Oversees and participates in the analysis, implementation, operation, modification, and support of mission critical applications, nationally supported information technology systems, and locally developed automated solutions. Participates in the development of the court's strategic information technology plan.
- Responds to requests by judges and their staff and clerk's office staff for specific system features or applications to address court needs. Develops specific system features and adapts programs to satisfy court needs, including making adaptations to a national system or participating in the planning for, and the acquisition of, a specific system for the court unit.

- Develops, operates, and maintains all court web sites and pages using established web technologies and programming languages.
- Supervises and directs systems maintenance and security activities. Recommends, implements and administers standard operating and system security programs, policies and procedures
- Deploys and supervises an information technology continuity of operations plan in the event of major systems failure. Performs after action reviews to strengthen the court's continuity of operations plan.
- Develops, implements and maintains technical and user documentation for all systems, including those locally developed.
- Prepares bid specifications, conducts technical bid reviews, and recommends bid awards - consistent with all applicable procurement requirements for all elements of the court's 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.
- 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 information technology solutions, database design and data communications.

**Technical Qualifications:** Candidates must have 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, knowledge in web design and programming; familiar with the workings of LAN/WAN configurations as well as routers, hubs and switches; and should have a thorough understanding of Drupal and Sharepoint.

### **Additional Preferences:**

To qualify for this position a person should demonstrate that s/he possesses:

- Experience in integrating and consolidating disparate systems and information technology architectures;
- Experience in analyzing, evaluating and determining information technology needs and planning to implement systems to meet those needs.
- General aptitude to learn new operating system languages and applications. Skill in

- training non-IT personnel in information technology techniques and processes.
- Experience with preparing and administering budgets and spending plans for IT operations;
- Ability to develop IT 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 projects with strong organizational skills;
- Proven ability to manage information technology systems in a small 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](http://www.ianb.uscourts.gov) )
- **Cover letter and Resume** (include announcement number)
- **References**

**Documents must be sent in PDF format to: [hr@ianb.uscourts.gov](mailto: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.*