

UNITED STATES DISTRICT COURT District of Nebraska

Position Announcement No. 13-01

Position: IT Director
Location: Omaha, Nebraska
Classification: CL 30
Starting Salary: \$77,347 - \$125,705
Opening Date: May 02, 2013
Closing Date: May 17, 2013

* Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade (but no more than 4% of current salary).

Position Overview

This position is located in the shared Information Technology Department of the United States District Court for the District of Nebraska. The IT Director manages the shared IT functions for the U.S. District Court, U.S. Probation Office, and U.S. Pretrial Services Office. The IT department provides a full range of network application, desktop and remote support, and software development. Applications are housed on Linux, UNIX, Virtual and Windows platforms. Windows is the primary desktop operating system. The IT department is responsible for all technology in the court, including audio visual, courtroom technology, and video conferencing.

Representative Duties

Advising court unit executives on current technology and how it may enhance the effectiveness of court operations;

Evaluating and developing new or expanded ways to utilize technology to enhance the effectiveness of court operations;

Planning, coordinating, and writing of information technology policies and procedures for the court;

Managing the court's information technology disaster recovery plan and security;

Overseeing application development and implementation projects;

Providing leadership within the IT department, and promoting a customer service focus;

Supervising staff, including assigning and reviewing work, establishing standards and evaluating performance;

Developing budget justifications for systems equipment, upgrades, cyclical replacement, normal operations, and special applications;

Directing the audit and evaluation of automated systems and existing software applications to determine use, performance, response times, adequacy, quality, and available capacities; and

Performing other duties as assigned.

Minimum Qualifications

Education - Applicants must have graduated from an accredited college/university with a bachelor's degree in information technology preferred.

Experience - Must be a current United States Judiciary employee. At least one year of experience at or equivalent to the CL 29, five years progressively responsible experience in an administrative, professional and technical position with a thorough knowledge of the concepts, principles and theories of information technology management. At least three of these years in a position with substantial management or supervisory responsibility.

Application Process

Qualified applicants must submit a cover letter, resume, and application form AO78 (available on the court's Web site, <http://www.ned.uscourts.gov/hire>), all preferably in pdf format, to the e-mail address of: USDCHR@ned.uscourts.gov. Incomplete applications will not be considered.

Applicants are encouraged to include the following detailed information in the resume and AO78: educational background, continuing education, legal training, certifications, second language/sign language skills, military service, management experience, community/civic involvement, work with under-represented populations, academic/professional publications, and internships.

If you are unable to submit your letter of application, resume, and application form AO78 in pdf format, we will accept them in paper format at the following address:

Human Resources
United States District Court
Position Announcement 13-01
111 South 18th Plaza, Suite 1152
Omaha, NE 68102-1312

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a flexible spending plan, federal health insurance program, group life insurance, and group long-term disability insurance.

Conditions of Employment

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. District Court will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate. References will not be required until an applicant is considered a finalist. The court requires employees to adhere to a Code of Conduct, which is available upon request. The U.S. District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.

The selected candidate must successfully complete a full background investigation, may be subject to an updated investigation similar to the initial one.

The following conditions apply to candidates for positions with the United States District Court:

- The U.S. District Court will only make contact with those qualified applicants who will be invited to interview;
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed;
- All information is subject to verification and background investigation;
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (Direct Deposit);
- Applications received after the closing date will not be considered.

The Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.