

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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Phone: (305) 523-5980 – Human Resources

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Position: Manager Software Development

Announcement No: 2022-CLK-21

Duty Station: Miami, Florida

Salary: \$80,430-\$154,469 (CL 29/CL30)

commensurate with experience and prior federal service.

Appointment at the CL 29 level will be considered developmental with future promotion potential to CL 30 level without further advertising.

Position Overview

The Software Development Manager works closely with the Director of Information Technology as part of the Information Technology (IT) Management Team. The Software Development Manager is responsible for effectively overseeing and managing the software development staff within the court, including operation, coordination, and integration of all Judiciary and local applications. The Software Development Manager participates in regularly scheduled IT management meetings as well as in local, regional, and national meetings. The Software Development Manager ensures compliance with the appropriate guidelines, policies, and approved internal controls. The Software Development Manager reports to the Director of IT.

Representative Duties

- Supervise Department Programmers and oversee the development, implementation, and maintenance of the Court's applications and Case Management systems. Ensure the Court's IT structure aligns well with the Court's organizational structure and processes.
- Investigate and develop ways to integrate the Court's IT systems, create and implement enterprise architecture models and recommend improvements to current internal functions, processes, and lower recurring costs.
- Evaluate the Court's technology use and needs. Develop and implement both short-term and long-range automation improvement plans which include consideration of the Court needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Manage, develop, and mentor Department staff and other professionals involved in IT activities, including establishing standards, assigning, and reviewing work, evaluating performance, and handling disciplinary actions.

Important Dates

Opening: 6/29/2022

Closing: Open Until Filled

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional offices.

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- Oversee the daily operation of the Programmers, the CM/ECF testing Administrator, and the CM/ECF Dictionary analyst including analyzing workflow, establishing priorities, and setting deadlines.
- Ensure the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment. Manage the IT Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Participate in technology committee meetings locally, regionally, and nationally to discuss budget, procurement, security, management, and other issues related to automation.
- Meet regularly with the IT Director, Court Unit Executives, and vendors to determine information technology needs, recommend viable solutions, and maintain collaborative relationships.
- Monitor staff schedules for section coverage, vacation, telework, sick leave, etc.
- Participate in district, regional, and national conferences designed to enhance professional growth, identify best practices, and improve Department technology support.
- Recommend appropriate training for staff and ensure they are cross trained to the extent possible to maintain infrastructure reliability.
- Ensure system configurations are documented.
- Ensure the Department staff strives to meet all parameters as defined in the AO's mandated IT Security Scorecard and consistently work towards continuous improvement in the Court's IT security posture. Ensure system log files are collected, analyzed, and stored according to AO policies and procedures.
- Remain current regarding emerging technologies and security issues.
- Ensure that Department staff researches and evaluates appropriate replacement systems and applications when those systems and applications are declared-end-of-life. Build clear strategies and directions for how to develop and deploy replacement applications and to assure ongoing vendor support.
- Evaluate or create training materials to improve employee awareness and knowledge of these systems so they can use these computer systems more effectively.
- Demonstrate and utilize efficient project management techniques for IT projects.
- Other duties as assigned.

Qualification Requirements

- Minimum of five years of specialized experience with application development; systems design; administration of virtualized server environments; and securing, supporting,



How to Apply

Send **all** attachments in one Adobe Acrobat pdf attachment to:

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2022-CLK-21

Attachments: Cover letter, resume, and Federal Employment Application (AO 78). AO78 application can be found on our website: www.flsd.uscourts.gov under the section how to apply.

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and maintaining data networks.

- Experience with Distributed File Systems (DFS).
- Outstanding leadership qualities and a commitment to developing a supportive, collegial team environment, including mentoring and training IT staff to achieve and assume higher levels of responsibility.
- Thorough understanding of IT security theories and best practices; security appliances; firewalls; endpoint security controls (including anti-virus, anti-malware, application control, web threat protection); and network security and network traffic analysis.
- Excellent oral, written, and interpersonal communication skills.
- Ability to multitask, manage projects efficiently, and meet established deadlines.
- Ability to exercise good judgment and work calmly under pressure.
- Ability to interact with non-technical users in a professional and supportive manner.
- Ability to travel on an as-needed basis is required. Travel requirements would be considered light.

Preferred Qualifications/Court Preferred Skills

- Agile project management skills.
- Experience with Linux server administration.
- Experience in administering, establishing and/or implementing large automation systems
- Three years federal judiciary experience.
- Prior experience managing remote IT staff.
- Experience with CM/ECF.

Duty Station/Organizational Relationship

This position is assigned to the Clerk's Office, U.S. District Court, Southern District of Florida, and reports to the IT Director.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Background Investigation & Fair Chance to Compete Act

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. This position is not covered under the FCA.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered.

The court 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.

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The selected candidate must adhere to the Southern District of Florida’s Policy for COVID-19 Employee Vaccination and Testing.

For more information on working for the federal court, please visit www.uscourts.gov/Careers.aspx

Applicants must be a United States Citizens or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
