

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: Director of Information Technology (IT)

Announcement No: 2023-CLK-06

Number of Vacancies: One Full-Time Position

Duty Station: Miami, Florida

**Salary: \$95,045 - \$176,300 (CL 30/CL 31)
Commensurate with qualifications
and prior federal experience**

Position Overview

The incumbent is responsible for the Information Technology (IT) systems within the Clerk's Office for the United States District Court, Southern District of Florida through introduction, application, operations, coordination, and integration of all units serviced. The IT Director will provide overall leadership, vision, and strategy to lead Southern District of Florida IT systems to the forefront of available technology and efficiency and supervises automation and courtroom technology support within the court unit across five divisional offices including seven courthouses. The Director is an integral part of the Court's senior management team and participates in regularly scheduled Court Technology committee and Clerk's office management meetings as well as in local, regional, and national meetings. The Director ensures compliance with Judiciary guidelines, local policies, internal controls, and is responsible for the planning and budgeting of IT related requirements. Occasional emergency and after-hours coverage are required. Routine travel throughout the district is required with some additional travel outside the district.

Representative Duties:

- Manages a team of supervisors and staff with skills in the areas of systems analysis, networking, training, application/equipment operations and maintenance, IT property access and inventory controls, courtroom technology, IT security, data and telecommunications, and statistics.
- Oversee IT section employees involved in all information technology activities, including assigning, prioritizing, and reviewing work, evaluating performance, and recommending personnel actions. Implement staff procedures and conduct staff meetings. Identify issues and resolve disputes. Maintain documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls.
- Coordinate and make recommendations on WAN (wide area network) activities to the Clerk of Court • Court Administrator and department heads as needed.
- Develops short- and long-range automation improvement plans for the Court, ensuring that changes can be implemented with minimal disruption. Works with the Court's Technology Committee and Court Administrator to develop a comprehensive technology strategy and to keep the Court's IT systems on track with that strategy.
- Manages execution of implementation plans in the Court for major IT systems. Adapts software and documentation; performs testing; establishes operating procedures; devises security systems for hardware, software, and data. Establishes training in system use and capabilities.



Important Dates

Opening: 12/05/2022

First Review: 12/26/2022

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 courthouses.

Director of Information Technology (IT) – Vacancy Announcement No. 2023-CLK-06

Page 2 of 4

- Advises senior management in all areas of automated process improvement needs, objectives, and capabilities, including anticipation of national system initiatives, future requirements, security vulnerabilities and problems.
- Develops budget justification for system equipment, up-grades, emergency response and normal operations. May monitor or approve all expenditures for IT operations.
- Ensures proper housing, space, utilities, and physical security for system hardware/software, and related equipment; coordinates with the Administrative Office, Federal Judicial Center, Circuit Executive's Office, Bankruptcy Court, chambers, Probation, vendors, and others as needed.
- Supervise a subordinate staff of IT specialists through assigning and approving work and managing the group administratively.
- Develop specific system features to satisfy local court unit needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific system for the court unit. Maintains library of software, including documentation of locally developed material.
- Manages and develops special management reports for different elements of the court unit.
- Makes presentations and technical briefings for court management, judges, and members of the bar on IT system-related topics. Develops cooperative work atmosphere among a diverse group of judicial and managerial personnel and other offices.
- Acts as primary liaison with Administrative Office and Federal Judicial Center personnel, vendors, GSA, counterparts in other courts, and others in the data processing community regarding IT systems.
- Ensures safety and integrity of databases to include user accesses, off-site storage, and security procedures. Develops and manages a continuity of operations plan in the event of a major systems failure.
- Assists in developing and managing a continuity of operations plan in the event of a major system failure within a divisional courthouse, a fire, a natural disaster, and or other building or local emergency.
- Keeps up to date on applicable legislation, rules, procedures, and Administrative Office directives and makes appropriate systems changes after consulting with senior management.
- Oversee troubleshooting, updates and testing to NextGen CM/ECF and other Judiciary applications, including local modifications.
- Communicate effectively (orally and in writing) to judges, court staff, attorneys, and other users. Provide professional customer service and resolve issues while complying with regulations, rules, and procedures. Foster effective and collaborative internal and external working relationships.

Qualification Requirements

A bachelor's degree in computer science or a related field is required as well as both managerial and specialized experience.

Managerial Experience

To qualify for a managerial position, an individual must possess at least five (5) years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- The ability to exercise mature judgment, and
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Judiciary, the U.S. District Court, and the IT Department.

Specialized Experience

Candidate must have thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications. Be able to troubleshoot and problem solve. This includes technical qualifications as follows:

- Extensive knowledge of software Life Cycle Management to include software testing method, practices, and preventive maintenance activities.
- Experience leading project management initiatives.

Director of Information Technology (IT) – Vacancy Announcement No. 2023-CLK-06

Page 3 of 4

- Extensive knowledge and understanding of computer systems administration, security, network administration, and telecommunications systems.
- Knowledge of Microsoft Windows Server, cloud and virtual environment, and Operating Systems.
- Knowledge of sophisticated structured programming methods.
- Knowledge of operating systems and relational database storage and database management systems.
- Knowledge in web design, specifically content management system (CMS).
- Familiarity with the workings of LAN/WAN configurations as well as routers, switches, and monitoring and reporting applications.

Eligibility for CL 30 requires at least two (2) years of specialized experience and a minimum of five (5) years of managerial experience.

Eligibility for CL 31 requires at least three (3) years of specialized experience and a minimum of five (5) years of managerial experience.

Preferred Qualifications:

Preference will be given to applicants with:

- A Master's degree in Computer Science, Public Administration, or related field.
- U.S. Courts experience.
- Managerial experience over and above (5) years is preferred.
- Experience with courtroom technology is preferred.
- Experience working with Next Generation and Legacy CM/ECF, HTML, Web Services, SharePoint, and the Microsoft Office 365 suite of applications and cybersecurity knowledge and experience are all strongly preferred.
- Knowledge of sophisticated programming methods, practices, and applications sufficient to extract data from a relational database management system is a plus.
- Linux operating system administration is a plus.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, and poised, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. Candidates must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. The candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse technology issues. **This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time.**

Duty Station/ Organizational Relationship

The duty station for this position is Miami, Florida. This position is assigned to the Clerk's Office and reports to the Chief Deputy of Administration. Occasional travel is required.

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. **Only those candidates who receive a conditional job offer** will be asked to provide verbal or written statements about criminal history.

Director of Information Technology (IT) – Vacancy Announcement No. 2023-CLK-06

Page 4 of 4

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, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement

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.



How to Apply

Send all attachments in one Adobe Acrobat pdf attachment to:

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2023-CLK-06

Attachments: Cover letter summarizing relevant experience, Resume, and Federal Employment Application (Form A078), and one (1) typewritten page answering the question, “What do you bring to this position that is not apparent on your resume?”

A078 application can be found on our web site:

www.flsd.uscourts.gov
under the ‘How to Apply’ section.

The Federal Court practices zero tolerance for illegal drug use.

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

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

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.