

***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title:	Information Technology Manager
Location:	Northern District of West Virginia – Duty Station to be Determined
Open Date:	January 5, 2018
Anticipated Start Date:	March 19, 2018
Job Grade/Salary:	CPS CL 30/25 TO CL 30/61 (\$103,106 - \$148,979)
Deadline:	First cut-off date for review of applications is January 26, 2018. Position is open until filled.
Announcement #	18-02

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Information Technology Manager. The position is responsible for managing, developing and mentoring the IT staff along with overseeing all aspects of the Information Technology department including operation, coordination and integration of all Judiciary and local applications. The IT Manager ensures compliance with the appropriate guidelines, policies and approved internal controls. The Manager of IT must possess excellent leadership, project management, analytical, and interpersonal skills and must be able to deal with all staff and levels of court personnel, including District Judges, Magistrate Judges, the Clerk of Court and Chief Deputy Clerk. The position will be based at one of the four points of holding court in Clarksburg, Elkins, Martinsburg or Wheeling, and will support staff and require travel to the other points of holding court on a regular basis. This position may require further travel within the United States.

Representative Duties:

- Manage, develop, and mentor staff professionals involved in information technology activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the department to include analyzing workflow, establishing priorities, and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to staff. Perform quality checks and approve the efficiency and effectiveness of all systems and programs prior to implementation.
- Evaluate the organization's technology use and needs. Develop and implement both short-term and long-range automation improvement plans which include consideration of unit needs, objectives, capabilities and viable IT solutions, including anticipation of future requirements and problems. Provide goals to the Clerk of Court and keep her informed of any IT issues, projects, outstanding matters or anticipated problems.

- Formulate, recommend, implement, and enforce appropriate policies, procedures, and standards. Develop solutions to problems and procedures for accomplishing objectives.
- Responsible for the day-to-day operations and maintenance of information technology systems to include network and help desk, hardware and software programs, courtroom technology, and remote and mobile information systems.
- Develop specific system features to satisfy unique unit needs. Make adaptations to national systems and/or participate in the planning for, and the acquisition of, specific systems for the court unit. Develop cost-benefit analyses for various information technology projects. Meet established deadlines and commitments.
- Serve as the IT Security Officer and ensure the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment. Manage the information technology portion of the *Continuity of Operations Plan* (COOP) and ensure annual testing and plan updates.
- Plan and manage information technology budgets, expenditures, and property and equipment procurement activities in consultation with the Clerk of Court.
- Meet as needed with managers, judges, court unit executives, other court units, and vendors to determine information technology needs, recommend viable solutions, and maintain collaborative relationships.
- Develop presentations, data, and technical briefings on information technology related topics as needed. Establish and ensure effective training in system use and capabilities. Remain current regarding emerging technologies and how they interface with systems.
- Comply with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures, and internal controls guidelines. Comply with procurement procedures, policies, and guidelines. Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Communicate clearly and effectively, both orally and in writing, to explain complex concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
- Promote teamwork at all levels of the organization and assist staff and departments as necessary.
- Perform other duties as assigned.

Qualifications and Requirements: Applicants for the position should have the following qualifications and requirements:

- A bachelor's degree, preferably in information technology, computer science, or related field of study and five years progressively responsible information technology experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration and information technology project management.
- Three years of progressively responsible administrative, professional, supervisory or managerial experience that provided an opportunity to gain 1) skill in developing the interpersonal work relationships needed to lead a team of employees; 2) the ability to exercise mature judgement; and 3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to apply the management policies in the court environment.
- Strong leadership skills, broad technical knowledge of various IT applications and methodologies, as well as the ability to think creatively and perform strategically. This position requires exceptional ability to effectively communicate, articulate and relate to coworkers and others with professionalism and integrity as well as superb organizational, interpersonal and time management skills.
- Thorough knowledge of the theories, principles, practices and techniques of computer hardware, software, office automation, database design and data communications. Utmost attention to detail when analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs.
- Thorough knowledge of operating systems, servers, workstation products, Local Area Networks (LANs)/Wide Area Networks (WANs). Extensive knowledge of data communications security/privacy techniques.
- Extensive understanding of the principles of business systems analysis, including procedural documentation, equipment and project implementation.
- Excellent communication skills, both orally and in writing. Exhibit the highest standards of excellence and integrity and display, at all times and to all persons, a courteous, professional and cooperative attitude.

Preferred Qualifications: The following qualifications and requirements are not required, but preferred qualifications for this position:

- Prior Federal Court IT knowledge or experience.
- Advanced knowledge of data networking and security concepts and practices.
- Master's Degree
- Knowledge of CM/ECF

Miscellaneous:

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a full OPM background search that includes an FBI fingerprint check as a condition of employment. Subsequent background searches will be required every five years. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. District Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.wvnd.uscourts.gov.
- Position may require travel.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment.

Application Requirements:

Qualified applicants should submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (download from <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> or the form may be requested via telephone at 304-234-0399);
- resume;
- salary history; and
- contact information for three professional references.

All documents listed above should be marked “confidential” and submitted to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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