



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA**

Vacancy Announcement: 16-001

Position: Information Systems Manager

Location: Montgomery, Alabama

Position term: Full time

Salary range: CL 29-30 (\$67,537 to \$129,754) – based upon qualifications and experience

Opening Date: Immediately

Closing Date: March 30, 2016

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Alabama is accepting applications from qualified applicants for the position of Information Systems Manager. The clerk's office supports two bankruptcy judges and serves 23 counties in Alabama. The primary office is located in Montgomery with satellite offices in Opelika and Dothan. Currently, the clerk's office has 20 employees.

Position Overview

POSITION OVERVIEW – The Information Systems Manager (ISM) is responsible for overseeing IT support for the bankruptcy court, including judges, chambers staff, and the clerk's office. The ISM's primary role is to ensure IT resources are effectively used to meet the strategic needs of the court. The ISM is responsible for the planning, development, acquisition, application, implementation, operation, and maintenance of all computer systems, equipment, and networks operating within the court. The ISM reports to the chief deputy and will work with managers and judges to identify best practices to support technology solutions that will enhance productivity and raise the level of service offered to internal and external customers. The ISM is responsible for all aspects of information technology, including but not limited to overseeing networks, servers, desktops, mobile devices, training, telecommunications, courtroom technology, information security, quality control, and data retrieval systems. The incumbent is also responsible for planning and policy making and for the development and management of the automation budget and spending plan. The ISM supervises a team of technical professionals and oversees the day-to-day operation of all information systems and related equipment throughout the court.

POSITION DUTIES AND RESPONSIBILITIES

- Administer the day-to-day operation and support of an integrated Windows network over a Wide Area Network. This includes installing and updating associate systems, software and hardware; installing and upgrading new or revised releases of national systems; performing preventive maintenance, and analyzing and correcting system failures.

- Coordinate the management of integrated and stand-alone systems; serve as project manager for a variety of IT initiatives; support and maintain the Data Communications Network (DCN) interface, including wireless technology, for court networks in Montgomery, Opelika, and Dothan offices; provide technical expertise and fine tuning of operations systems to increase system performance.
- Oversee and implement software and operational measures to ensure the security and integrity of data and systems for the court.
- Ensure readiness of equipment for operation and restoration of operations after failure with as little interruption as possible; oversee the designing, testing, implementing, documenting, and maintaining any failover systems at alternate sites.
- Establish and maintain system operation procedures, protocols, data security, backup plans, and user permissions. Develop and maintains local court technical documentation for administered systems.
- Develop budget justification for system equipment, upgrades, and general automation operations; monitor all IT expenditures according to the budget and spending plans; develop specifications and evaluate bids in accordance with regulations and policy.
- Develop short- and long-range automation improvements plans for the court, ensuring that changes can be implemented with minimal disruption at the court site when changes are made.
- Supervise a subordinate staff of automation specialists through assigning and approving work and managing the group administratively.
- Maintain a library of software, including documentation of locally-developed materials.
- Maintain and inventory automation equipment according to internal control guidelines; oversee the cyclical maintenance and replacement program of automation equipment.
- Establish and deliver training on system use and capabilities to court staff; provide support to judges, chambers staff, and clerk's office staff.
- Manage the administration and maintenance of the VoIP telephone, video teleconference systems, and all courtroom-based technology used for bankruptcy court operations district-wide.
- Oversee the management of all of the court's internal and external web sites.
- Work closely with information technology professionals at the Administrative Office and counterparts in other districts to exchange information on new developments and refinements.

Qualification Requirements

JOB REQUIREMENTS AND QUALIFICATIONS – The successful candidate must have a bachelor's degree in Information Technology, Computer Science, or a related field from an accredited educational institution or must be able otherwise to show advanced experience and knowledge of current IT issues, programs, and equipment. Advanced education or other related training is preferred. Attorney or legal background is highly recommended. Prior experience overseeing the development of electronic case filing and management systems is preferred. Good communication skills are required; candidates must be able to bridge the gap between case operations and IT capabilities. Candidates must have a minimum of five years of experience in managing and leading all or portions of an Information Technology organization. Additionally, candidates must possess proven leadership skills, sound judgment, and the ability to think and perform strategically. Candidates must be dependable, proactive self-starters and demonstrate

initiative in problem solving. Candidates must also be customer service-focused, possess the ability to exercise mature judgment, possess high ethical standards, a positive work attitude, and the ability to work harmoniously with others in a team-oriented environment. Candidates must be available for travel, including overnight travel, and the ability to work nights and weekends as needed. Physical effort may be involved in moving, connecting, or troubleshooting.

SCOPE AND EFFECT OF WORK – The established, routine work of the court is dependent on its automated systems. While contingency plans may exist in case of partial or complete system failure, the work of the court would be disrupted and must be minimized. Prior functioning of automated systems ensures the timeliness and accuracy of actions in all segments of the court when the systems are operating. The incumbent ensures that the systems operate accordingly.

PREFERRED TECHNICAL REQUIREMENTS – Red Hat Linux, Informix, Microsoft (MS) Windows Server (2008 and above), Windows Desktop Operating System software (7 and above), MS Windows Active Directory with server administration (including Group Policy), MS Share Point, Drupal, MS Office (2010 and above), virtualization hosting software (VMWare), SAN storage systems (NetApp or similar), HP ProCurve switches and integrated wireless technologies, Symantec Endpoint Protection and Symantec BackupExec, MS WSUS, MS SCCM, Websense, and Splunk

BENEFITS

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>. Creditable service time in other federal agencies or the military will be added to judiciary employment.

APPLICANT INFORMATION

- Applicant must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “at will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, the selected applicant will be subject to an updated investigation similar to the first one.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- Applicants selected for interviews must travel or relocate at their own expense. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

HOW TO APPLY

Qualified candidates should submit the following:

- A cover letter stating how your education and/or experience relate to the duties and responsibilities of this position;
- A resume detailing qualifications, experience, and salary history;
- Names, addresses, and phone numbers of three professional references; and

- A completed AO-78 Application for Judicial Branch Federal Employment. This form may be downloaded at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Please submit all documents via e-mail in a single PDF file to the following email address: henrietta_foster@almb.uscourts.gov. Include #16-001 in the subject line.

Only qualified applicants will be considered. Only those applicants selected for an interview will be contacted.

This vacancy announcement may be modified or withdrawn at any time without notice.

The United States Bankruptcy Court is an Equal Opportunity Employer