



UNITED STATES BANKRUPTCY COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS

ANNOUNCEMENT NUMBER 2016-03

NOTICE OF VACANCY

Position: Director of Automation and Technology

Classification Level: CL 29 (\$67,537 - \$109,801) – CL 30 (\$79,806 - \$129,754)
Starting salary is dependent on experience and qualifications

Location: Springfield, Illinois

Date Posted: July 26, 2016

Closing Date: August 26, 2016

POSITION OVERVIEW:

The Clerk's Office of the United States Bankruptcy Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. We are seeking applicants for a full-time **Director of Automation and Technology** to join our Information Technology team. Come discover a challenging and rewarding career in our court!

The Director must possess excellent leadership, project management, analytical, and communication skills; successfully direct the planning, acquisition, and deployment of all automation systems; and coordinate and oversee operations and delivery of IT services.

The Director is a member of the management team of the Clerk's Office and has direct responsibility for technically and administratively managing 4 IT support staff and IT operations for the court, which includes staffed offices in Springfield, Peoria, and Urbana. The Director reports directly to the Chief Deputy Clerk.

REPRESENTATIVE DUTIES:

- Oversees the administration, operation, back-up, and support of automation, including network systems, remote access, desktop applications, computers, printers, scanners, audio-video systems, telephones, mobile devices, etc.
- Ensures automation operations adhere to applicable guidelines and regulations, and develops and implements improvement plans, new standards, and best practices for identified short and long range automation needs.

- Evaluates emerging technologies and national initiatives to advance the court's IT systems, operations, network, and database.
- Communicates with stakeholders to define objectives for new technology and initiatives, and recommends modifications or custom designs to existing systems and equipment.
- Establishes priorities, prepares documented schedules for project development and release, provides effective leadership and control by monitoring and reporting status, and executes projects to accomplish the court's objectives according to customer expectations while delivering quality service district wide.
- Develops a budget spending plan for the court's automation needs and objectives, allocates resources to support the cyclical replacement and maintenance of all systems, provides justification for expenditures, and manages acquisitions, contracts, and positions within the approved budget.
- Researches, evaluates, and recommends system equipment purchases, placement, and configuration.
- Leads the acquisition process, including negotiations with vendors, preparation of procurement documents, and verification that products and services received comply with contract terms, and directs the installation, life-cycle maintenance, and disposal of IT hardware and software.
- Ensures physical and logical security and integrity of hardware, software, servers, and databases to include user access, off-site storage, and security procedures; and, develops and manages a continuity of operations plan (COOP) in the event of a disaster or major system failure.
- Oversees and exercises close control over automation inventory maintenance, maintenance contracts, and software license management to maintain current records.
- Establishes protocol and ensures compliance for effective documentation of systems and applications.
- Recommends, develops and maintains an IT organizational structure that supports the needs and objectives of the court; ensures IT staff provide exceptional customer service and meet project deadlines; enforces IT staff compliance with policies and procedures; creates training and development opportunities for IT staff, coordinating as necessary with the Administrative Office, Federal Judicial Center, supplying vendors, etc.; prepares and conducts performance evaluations; and, recommends personnel actions.
- Performs other duties as assigned.

QUALIFICATIONS:

Applicants must have a bachelor's degree from an accredited college or university and at least three years of supervisory experience. The ideal candidate will possess strong leadership skills, broad technical knowledge of various IT applications and methodologies, as well as the ability to think creatively and communicate effectively. The ability and willingness to learn new operating system languages and applications as well as bankruptcy procedures and operations is required.

At least (3) years of progressively responsible experience related to the technical aspects of data processing, office automation, data communications and their applications, terminology and methodology, including the accomplishment of assignments that involved systems analysis, design, programming, implementation, integration, and management is also required.

Applicants must have experience participating in the operation and maintenance of network infrastructures from LAN to WAN. The successful candidate will have significant depth and breadth of experience with networking equipment, including routers, switches, and wireless technologies; Active Directory; DNS; DHCP and DFS.

PREFERRED SKILLS:

A master's degree in computer science or related field and at least five years' management experience supervising automation staff; thorough knowledge and demonstrated application of the principles of management, business processes, and budgeting; demonstrated ability to manage a medium-size organization and oversee its automated systems; interest in technology trends and experience with strategic planning and the implementation of automation initiatives; knowledge of legal terminology, federal court processes, and functions of the court; and, demonstrated record of ongoing professional development.

BENEFITS:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health insurance, life insurance, dental and vision insurance, Flexible Benefits Program, Long Term Disability Insurance, Thrift Savings Plan, participation in the Federal Employees' Retirement System, flexible work schedule, and a professional work environment.

CONDITION OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

HOW TO APPLY:

Qualified candidates should submit all of the following documents in one PDF file to careers@ilcb.uscourts.gov with subject line **2016-03 Director of Automation and Technology (your name)**:

1. Letter of interest;
2. Resume;
3. Fully completed AO-78 (Judicial Branch Federal Employment application) which is available from the court's website at www.ilcb.uscourts.gov under *Court Info* → *Employment Opportunities*;
4. Narrative statement, not to exceed one page, outlining management philosophy;
5. Three professional references with contact information.

Please submit all required documents to be considered for this opportunity. An incomplete application package may disqualify an applicant from further consideration. If selected for an interview, participation in the interview process in Springfield, Illinois, will be at the applicant's own expense. Management may close this announcement at any time. It is therefore recommended that applications

be submitted as soon as possible.

Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER