



POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

Position Title:	Director of Automation and Technology
Grade/Salary Range:	CPS CL 29 (\$67,537- \$109,801) CL 30 (\$79,806- \$129,754)
Location:	Birmingham, Alabama
Opening Date:	September 28, 2016
Closing Date:	Open until filled

Starting grade and salary dependent upon experience and qualifications.

*Promotional potential to CL 31 without further competition

POSITION OVERVIEW: The Clerk's Office of the U.S. District Court Northern Alabama is seeking applicants for a full-time **Director of Automation and Technology** to join our Information Technology team.

The Director must possess excellent leadership, project management, analytical, and communication skills; successfully direct 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 the IT staff and IT operations for the full court which consists of (8) U.S. District Judges and (5) U.S. Magistrate Judges across the Northern District of Alabama. The Director reports directly to the Clerk of Court.

DUTIES:

- a) 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.
- (b) 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.
- (c) Evaluates emerging technologies and national initiatives to advance the court's IT systems, operations, network, and database.
- (d) Communicates with stakeholders to define objectives for new technology and initiatives, and recommends modifications or custom designs to existing systems and equipment.
- (e) 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.
- (f) 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.
- (g) Researches, evaluates, and recommends system equipment purchases, placement, and configuration.
- (h) 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.
- (i) 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.

(j) Oversees and exercises close control over automation inventory maintenance, maintenance contracts, and software license management to maintain current records.

(k) Establishes protocol and ensures compliance for effective documentation of systems and applications.

(l) 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 the IT staff, coordinating as necessary with the Administrative Office, Federal Judicial Center, supplying vendors, etc; prepares and conducts performance evaluations; and recommends personnel actions.

(m) Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

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.

At least (3) years of progressively responsible management or supervisory 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.

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; 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.

MISCELLANEOUS: The Director of Automation and Technology is an excepted service appointment. Excepted service appointments are "at-will" employees who serve at the pleasure of the court and can be terminated by the court with or without cause. The successful applicant will be placed on a six month probationary period.

Candidates must meet citizenship requirements for employment by the United States Courts.

This position is subject to mandatory direct deposit of net pay.

Reimbursement for travel and/or relocation is not available.

The U. S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement and/or fill the position earlier than the closing date without prior notice. This job announcement may result in filling more than one position.

BACKGROUND CHECK: This position is a high sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

BENEFITS: Employees of the United States District Court are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees.

10 paid holidays per year

13 days paid vacation for the first three years; 20 days after three years; 26 days after 15 years

Choice of federal health, vision, dental and life insurance plans

Optional long-term care insurance

Optional participation in Health and Dependent Care Reimbursement Accounts

Participation in the Federal Employees Retirement System

Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

HOW TO APPLY: Qualified candidates should submit all of the following documents in one PDF file to personnel@alnd.uscourts.gov with the subject line 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.alnd.uscourts.gov
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 Birmingham, Alabama, 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.

EQUAL OPPORTUNITY EMPLOYER