



UNITED STATES DISTRICT COURT Central District of California

Position:	Director of Information Technology
Classification Level:	CL 31
Salary Range:	\$104,803 – \$160,300
Location:	Los Angeles, California
Opening Date:	November 16, 2016
Closing Date:	Until filled (Applications received by December 2, 2016 will be given priority consideration)
Number of Positions:	One
Vacancy Number:	17-06

Be part of the federal judiciary where high level, cutting edge technology serves the administration of justice!

POSITION OVERVIEW

The Office of Information Technology of the United States District Court for the Central District of California is seeking a Director of Information Technology who possesses excellent leadership and management skills, is well versed in all aspects of information technology, and capable of overseeing all major IT initiatives. The Director of Information Technology is also responsible for all aspects of the supervision, mentoring, training and administrative oversight of IT staff members. The Director of Information Technology manages at least two supervisors and reports to the Chief Deputy of Administration. The Central District of California consists of three divisions with five courthouse locations, three of which are located in downtown Los Angeles, and more than 500 staff. Travel within or outside the district, to divisional offices (as needed) and/or to attend meetings, conferences, or training, is required.

REPRESENTATIVE DUTIES

- Directly supervises and is accountable for the work of the IT staff to ensure work product is of high quality. Monitors day-to-day performance and provides direction and coaching. Oversees performance and development goals for each staff member and recommends appropriate training.
- Provides managerial and technical oversight for integration of IT technology resources for the District Court. Responsible for policy development, systems analysis, end-user training, operational maintenance, support and research and development of IT solutions.
- Develops and recommends short and long range information technology improvement plans for the Clerk's Office staff, the Judges, and chambers staff.
- Advises the leadership in all areas of IT needs, objectives, and capabilities, including anticipation of future requirements and problems which may affect other court units. Recommends and coordinates with leadership on proposed changes to information technology that enhances the overall capability and or productivity of the total organization.
- Supports and maintains the Wide Area Network (WAN), Local Area Network (LAN), Internet/Intranet and AO national applications.
- Coordinates help desk and troubleshooting support in all areas of information technology used by the court.
- Develops budget justification for IT equipment, upgrades, cyclical replacement, and normal operations. Monitors or approves all expenditures for IT operations. Assures that budget and logistics are adequate

for program responsibilities. Analyzes and monitors the Court's automation budget to ensure information technology priorities are properly funded.

- Develops specific system features to satisfy local needs. This may involve making adaptations to a national system or development of specific systems and/or programs for the Court. Adapts software and documentation, oversees routine testing of equipment and establishes IT systems operating procedures.
- Ensures the safety, security, reliability, and integrity of databases to include user access, off-site storage and security procedures. Responsible for the continuity of information operations in the event of an emergency.
- Recommends and coordinates with the management team on proposed changes to information technology that enhances the overall capability and/or productivity of the total organization.
- Oversees the recruitment and selection of the IT staff.
- Coordinates with the Administrative Office of the Courts in the implementation of national IT strategies.
- Interfaces with the judicial IT Committee members advising the Court on judicial IT strategies.
- Performs other duties as assigned.

QUALIFICATIONS

- Candidate must have specialized experience which includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to acquire skill in developing the interpersonal work relationships needed to lead a team of employees.
- Candidate must have a BA/BS degree in computer science, business or public administration management or a related field and supervisory/management experience in an IT area.
- Candidate must possess a sound knowledge of current information technology concepts, principles and theories.
- Candidate must be a problem solver who is results oriented with the ability to analyze, isolate, and resolve issues promptly.
- Candidates must have an exceptional customer service attitude.
- Candidates must have the ability to interact and communicate effectively and tactfully (orally and in writing) with people of diverse backgrounds, including judges, law enforcement personnel, court personnel, attorneys, offenders/defendants, and the general public, to provide information while complying with regulations, rules, and procedures and maintaining confidentiality.
- Candidates must possess a comprehensive working knowledge of project management processes, methods, and techniques, as applied to information technology applications and support.
- Candidates must exhibit professionalism, leadership, and vision when directing the planning, coordination and integration of all IT functions.
- Candidates must possess the skill set to effectively explain technical concepts to personnel with all levels of IT knowledge.
- The successful candidate will consistently 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

- Experience leading a diverse group of IT professionals.
- Thorough knowledge of current information technology concepts, principles and theories.
- Knowledge of legal terminology, federal court processes and functions of the court.
- Experience working in a court or with high level personnel.
- Experience managing a substantial sized budget.
- Experience working with outside contractors, vendors and agencies.

BENEFITS:

- United States District Court employees are entitled to federal benefits such as: A defined benefit pension plan; a retirement savings plan including generous matching contributions; paid vacation and sick leave; eleven paid holidays per year; and choosing from an array of insurance plans including health, life, dental, vision, long term disability, and long term care.
- Bi-weekly pay made by direct deposit.
- Commuter subsidies are available to employees who utilize public transportation to and from work.
- Extensive on-line training options. Travel for in-person training and professional conferences is available, funds permitting.
- Federal court employees can pursue an on-line certificate and degree programs in judicial administration through Michigan State University, partially subsidized, funds permitting.

HOW TO APPLY:

For priority consideration, application packets should be submitted by email to apply_CACD@cacd.uscourts.gov no later than December 2, 2016. Attached documents must be in PDF format and the email should reference the position title and Vacancy No. 17-06. Complete application packets must include the following:

1. a cover letter;
2. a resume; and
3. an application for Federal Branch Employment (visit the court's website at www.cacd.uscourts.gov to download the job application).

Due to the volume of applications received, the Court will communicate only with those individuals who will be interviewed. Expenses associated with interviews or relocation will not be reimbursed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview.

As a condition of employment, the successful candidate will be subject to an FBI background check. The United States District Court requires employees to adhere to a code of conduct which is available on the Court's web site at www.cacd.uscourts.gov.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The Federal Judiciary is an Equal Employment Opportunity Employer