

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date: August 20, 2024
Vacancy Number: ITM-824
Position Title: IT Manager
Salary Range: CL 30 \$100,102 - \$162,692 to CL 31 \$117,736 - \$191,380
(Dependent on qualifications and/or prior federal court experience)
Position Location: St. Louis, MO
Closing Date: Open until filled – applications will be considered as they are received

Position Summary

This is a senior level professional, managerial position which provides leadership and supervision to the information systems/technology department. The incumbent reports to the Chief Deputy Clerk, Administration/Shared Services and the District Court Automation Council, consisting of two judges and court unit executives. This position provides service to the judges and staff of the District Court, Probation and Pretrial Services offices. The incumbent is responsible for the communication, management, acquisition, deployment, inventory, operation, application, coordination, and training of personnel on automated systems within all units in St. Louis, MO, Cape Girardeau, MO and the Hannibal Courthouse. The position requires a strong customer service orientation and an ability to communicate in a professional manner.

Summary of Representative Duties and Responsibilities

- Communicates a clear and consistent strategy for matching information technology with the objectives and mission of the court units served by the department, both orally and in writing, and to individuals with varying experiences and backgrounds.
- Directs daily operations of department to include analyzing workflow, establishing priorities, developing standards, and setting deadlines.
- Supervises staff by assigning and reviewing work, establishing standards, evaluating performance, and recommending personnel actions.
- Develops short- and long-range automation improvement plans for the court, ensuring that changes can be implemented with minimal disruption to critical operations at the court site.
- Manages execution of implementation plans in the court for all major automated systems.
- Adapts software and documentation; performs testing; establishes operating procedures; establishes training in system use and capabilities.
- Establishes and implements IT security plans in coordination with district, circuit, and national standards. Ensures the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment.
- 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., coordinates with national IT on all activities where necessary.

- Manages the information technology *Continuity of Operations Plan* (COOP) and ensures annual testing and plan updates.
- Ensures proper oversight for equipment and property inventory according to local asset management plan and national standards.
- Develops budget justification for systems equipment, upgrades, and normal operations. May monitor or approve all expenditures for automation operations.
- Develops specific system applications to satisfy local court needs. This may involve making adaptations to a national system, developing a custom internal system, or participating in the planning for, and the acquisition of, a specific system for the court unit. Maintains library of software, including documentation of locally developed material.
- Designs and develops special management reports as required for different units of the court.
- Complies with the Code of Conduct for Judicial Employees, Guide to Judiciary Policy, the Human Resources Manual, Employee Dispute Resolution Plan (EDR), applicable Administrative Office policies and procedures, and all internal controls guidelines. Develops local policies for use with emerging internet technologies. Demonstrates sound ethics and good judgment at all times. Displays a careful and deliberate approach in handling confidential information in a variety of contexts.
- Other duties as assigned.

Minimum Qualifications and/or Educational Requirements

A bachelor's degree from an accredited four-year college or university is preferred. Three to five years of specialized information technology and automation experience required. Prior management experience preferred but not required. Candidates must demonstrate proven skills in problem solving, resource management and staff motivation. Candidates must be able to communicate effectively both orally and in writing.

Specialized Experience - Candidates must have a thorough working knowledge of principles and techniques of computer hardware and software, office automation, database design, network administration, and data communications with the ability to troubleshoot and problem solve; substantial knowledge of systems design and development, programming concepts, and languages; proficiency with tools concerning computer networking, database management and internet/intranet applications and development, and website design; significant experience in conducting research of available services and products, providing proposed solutions, and isolating and taking necessary corrective actions.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

11 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. A social media inquiry

may also be a condition of employment.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- a letter of application,
- current résumé,
- completed application for judicial branch employment form AO-78; this requirement is due only after selected for an interview;(available at https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf)
- contact information of three professional references

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court
Eastern District of Missouri
Attn: Human Resources (ITM-824)
Room 3.300
111 South 10th Street
St. Louis, MO 63102
Moed_employment@moed.uscourts.gov

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the appointing authority may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer