



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

JOB OPPORTUNITY

Announcement No.: 2019-12

Position Title: Assistant Director of Information Technology (IT)

Grade/Salary Range: CL-29/30 (\$82,120 - \$157,720)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service

Area of Consideration: Open to all qualified individuals

Open Date: August 27, 2019

Closing Date: January 31, 2019

How to Apply:

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2019-12)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail to: jobs@dcp.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

This position is located in the United States District and Bankruptcy Courts for the District of Columbia Clerk's Office. The Assistant Director of IT reports to the Director of Information Technology. The incumbent performs first-line supervisory work related to automated systems within the unit, including system and application introduction, operation, coordination, and integration. The incumbent is responsible for supervising systems training and for overseeing the effectiveness of all office automation equipment within the court unit. The Assistant Director of IT primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

DUTIES AND RESPONSIBILITIES

- Supervise employees involved in information technology activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Identify issues and resolve disputes. Maintain documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Assist in developing short term and long range automation improvement plans for the court unit, ensuring that changes can be implemented with minimal disruption at the court site. Supervise execution of implementation plans for major automated systems. Adapt software and documentation; perform testing; establish operating procedures; devise security systems for hardware, software, and data. Establish training in system use and capabilities.
- Advise management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Develop budget justification for system equipment, up-grades, and normal operations. Assist in monitoring or approving expenditures for automation operations.
- Develop specific system features and adapt programs to satisfy court needs, including making adaptations to a national system or participating in the planning for, and the acquisition of, a specific system for the court unit. Maintain a library of software, including documentation of locally developed material. Prepare flow charts.
- Develop special management reports for different elements of the court unit. Oversee the automation maintenance program.

- Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Communicate effectively (orally and in writing) to individuals and groups to provide information, translating and documenting technical terms into non-technical language. Interact effectively and appropriately with others, provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Foster effective and collaborative internal and external working relationships.
- Performs other duties as assigned.

QUALIFICATIONS

Required Education and Experience: The successful candidate must possess a bachelor's degree from an accredited college or university in information technology or a field closely related to the subject matter of the position.

To qualify for the CL-29, the candidate must also possess a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-28.

To qualify for the CL-30, the candidate must also possess a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-29 level.

Specialized Experience: Meet the qualification standards applicable to positions for the highest level of work effectively supervised. Have specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

Prior supervisory or management experience is required. Candidates should, at a minimum, be able to discuss management and staff development philosophies. The successful candidate must also complete the supervisory training series "Stepping Up to Leadership - Preparation for Supervision" within one year of appointment to the position of Assistant Director of Information Technology.

Preferred Experience: The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with technical support staff and non-technical users. Must be able to maintain complete and highly accurate records and files.

Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$270 per month), and Long-Term Care Insurance
- Employee Recognition Program, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and a Moderate Risk Background Investigation (MBI). This is a five year background investigation with five year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

Note: Vacancy revised on September 25, 2019, to extend the closing date to December 31, 2019. Vacancy revised December 19, 2019, to extend the closing date to January 31, 2020.