UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA
https://www.alnd.uscourts.gov/

JOB OPPORTUNITY NUMBER: ALND 24-04

POSITION: Information Technology Manager

LOCATION: Birmingham, AL

OPENING DATE: March 1, 2024 CLOSING DATE: March 31, 2024

CLASSIFICATION LEVEL: CL 30
STARTING SALARY: $98,662 - $160,353
The actual starting salary is dependent upon experience and qualifications.

OFFICE SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 15 federal judges located across 7 geographical divisions. The District enjoys a friendly and talented workforce, an interesting and evolving workload, and collegial agency relationships across the Executive and Judicial Branches of the U.S. Government.

POSITION OVERVIEW

The Information Technology (IT) Manager performs professional and managerial work to ensure the effective functioning of all automated court systems. The incumbent directs supervisors and staff to guarantee the operation, coordination, and integration of office automation equipment, telecommunications, audio visual (AV), and courtroom technology; administer national Judiciary and local applications; and ensure compliance with appropriate guidelines, policies, and approved internal controls. As a member of the Clerk of Court's senior management team, the IT Manager works closely with the Clerk, Chief Deputy, and Operations Manager to identify strategic challenges and implement advancing actions. This position reports directly to the Clerk.

Travel between geographical divisions is required to interact with judges and staff, identify issues, and oversee work processes and work product. Limited situational telework may be available per policy at the discretion of the Clerk of Court.

DUTIES AND RESPONSIBILITIES

- Manage, develop, and mentor supervisory staff and other professionals involved in IT/AV activities. Oversee the daily operation of the IT department, to include workflow, priorities, and deadlines. Conduct meetings and communicate relevant information to staff. Perform quality checks and ensure the effectiveness of IT/AV systems and programs.

- Evaluate the organization's IT/AV use and needs. Develop and implement both short-term and long-range automation improvement plans, utilizing industry-standard project management methodologies to effectively review and analyze the organization's technology needs and plan for sustainment, refreshes, and modernizations.
- Formulate, recommend, implement, and enforce appropriate IT/AV policies, procedures, and standards.
- Maintain AV, courtroom technology, and telecommunications capabilities. Oversee web development and management. Manage remote and mobile information systems. Maintain automation equipment and IT/AV property inventory.
- Develop system features to satisfy unique unit needs. Adapt national systems and/or participate in the planning for, and the acquisition of, specific systems for the court unit. Develop cost-benefit analyses for various IT/AV projects.
- Ensure security system effectiveness for hardware, software, networks, data, physical property, and equipment. Manage/update the Continuity of Operations Plan (COOP).
- Plan, manage, and control IT/AV budgets, expenditures, and property and equipment procurement activities in consultation with senior management.
- Meet regularly with judges, court unit executives, managers, other court units, and vendors to determine IT/AV needs, recommend solutions, and maintain relationships.
- Develop presentations, data, and technical briefings on IT/AV related topics. Establish and ensure effective training in system use and capabilities. Remain current regarding emerging technologies and how they interface with systems.
- Review directives and correspondence from the AO, judges, the Clerk, and external agencies to determine impacts and necessary actions. Develop and implement IT/AV policies and procedures. Establish and monitor programs, utilize change management techniques, and assure quality work product.
- Research and analyze statistical data, prepare comprehensive reports and presentations, and implement programs. Comply with the Guide to Judiciary Policy, the Human Resources Manual, AO policies and procedures, and internal controls guidelines.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the U.S. District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

Applicants must have a minimum of four (4) years of progressively responsible supervisory experience that provided an opportunity to exercise sound judgment in a challenging environment, gain strong interpersonal skills, and develop a practical understanding of principles, concepts, and tools of organizational management. At least two (2) of the four (4) years of experience must have been in a supervisory or managerial position that provided an

opportunity to acquire a thorough knowledge of general processes and practices in the areas of User Support, Network Administration, and/or Systems Development. Experience within the Federal Government is preferred, and experience within the Federal Judiciary will be favored.

Other Requirements: The incumbent must be detail-oriented and possess strong problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; and highly skilled in the use of automated systems and software, including word processing, spreadsheets, and databases.

EDUCATION

Applicants must possess a bachelor's degree; preferably, in computer science, systems engineering, or a similar area of study. Please note if the undergraduate degree program was accredited by the Accreditation Board for Engineering and Technology. A graduate degree in computer science, software engineering, cybersecurity, or business administration is preferred.

BENEFITS

A generous benefits package is available and includes:
- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit five (5) items combined into a single PDF:
1) a cover letter;
2) a resume;
3) a list of professional references;
4) a completed Federal Judicial Branch Application for Employment (AO 78); and
5) a written response of no more than two (2) pages total to the following questions:

a) Describe your approach to management and your leadership philosophy. Include examples that demonstrate your views on communication, mentoring, performance standards, quality control, and staff development.

b) Describe the breadth of your knowledge in IT user support, network administration, and/or development. Connect past experiences to explain.

c) Explain your personal interest in this position and the community it serves.

Submit materials electronically to **personnel@alnd.uscourts.gov**. Hard copies and faxed copies

of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.