

*****CAREER OPPORTUNITY*****

**The United States District Court
District of Delaware**

Position: Information Systems Manager

Location: Boggs Courthouse, 844 N King Street, Wilmington, Delaware

Salary/Target Grade	Opening Date	Closing Date	Announcement
\$83,343 - \$135,445 (CL-30)	October 30, 2014	November 21, 2014	14-04

Position Overview

The Information Systems Manager is responsible for overseeing and managing automated systems within the Court, including operations, coordination and integration of all Judiciary and local applications. The Information Systems Manager is responsible for ensuring personnel are trained in automated system(s) use and working with staff to make operations effective and efficient. The incumbent is responsible for coordinating and integrating all office automation equipment in the District.

Representative Duties

Manages the automation staff by assigning, monitoring and approving work. Prepares and conducts performance evaluations, handles leave requests, recommends personnel actions, resolves employee relations issues and provides training.

Develops and implements short and long range automation plans, including anticipation of future requirements.

Provides help desk support to staff when necessary.

Develops system specific features to satisfy local court unit needs. This may involve making adaptations to a national system or participating in the planning and acquisition of a specific system for the court unit.

Provides consultation to and oversees the day-to-day administration, operation, back-up, and support to the entire Court with regard to the areas of automation, including network systems, remote access, desktop applications, computers, printers, scanners, audio-video systems, telephones and mobile devices.

Develops budget justification for system equipment, upgrades and general automation operations. Manages and approves budget including procurement and inventory control of computer hardware and software.

Establishes and ensures the effectiveness of security systems for hardware, software, networks, data, physical property and equipment; works with IT staff to define requirements and standards; coordinates training in system use and capabilities.

Advises Court Unit Executive in all areas of automation needs, objectives and capabilities, including future automation requirements and potential issues.

Remains current regarding emerging technologies and how they interface with systems.

Manages the implementations of all automated systems.

Works closely with the Information Technology professionals within the District and Circuit to ensure operational integration and efficiency.

Manages and executes implementation plans for major automated systems. Adapts software and creates systems documentation, performs testing and establishes operating procedures. Conducts post-implementation testing to ensure adequacy of systems and applications.

Performs other duties as assigned.

Qualifications

Thorough working knowledge of theories, principles, practices and techniques of supervision and staff development, project management and budgeting, computer hardware, software, office automation, database design and data communications. The applicant must have demonstrated experience in analyzing, evaluating and determining automation process needs and implementing systems to meet those needs. The applicant must have excellent communication and interpersonal skills. The candidate should be able to show a demonstrated ability to manage automated systems.

A bachelor's degree in computer science, business or public administration, management or a related field is required.

Minimum three years of progressively responsible administrative, technical, professional, supervisory/managerial experience that will have provided the applicant the opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment and thorough knowledge of basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the automation department.

Preferred:

A working knowledge of the following U.S. District Court specific software applications: CM/ECF, JMS, FAST, as well as with Microsoft based local and wide area networking, Drupal, Informix, SQL, and Lotus Notes is strongly desired. Experience in procurement, budgeting, and project management is preferred.

Benefits

The United States District Court for the District of Delaware offers a generous benefit's package (some benefits require a waiting period) to full-time employees which includes:

- 10 Paid Holidays
- 13 Days Paid Vacation (first 3 years)
- 20 Days Paid Vacation (after 3 years)
- 26 Days Paid Vacation (after 15 years)
- Medical Coverage
- Long Term Care Insurance Options
- Paid Sick Leave
- Retirement Benefits and Thrift Savings Plan
- Life Insurance Plan Options
- Commuter Benefits Program
- Credit Union Participation
- Medical/Dependent Care Reimbursement Accounts

Information for Applicants

Submit cover letter and resume to: ded_resumes@ded.uscourts.gov

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any

of which action may occur without prior written notice or other notice.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

Employees in the United States District Court are appointed in the excepted service and are considered “At Will” employees.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Information Systems Manager position is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five years thereafter, will be subject to an updated investigation similar to the initial one.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

**If you have any questions regarding this announcement please contact
our Personnel Specialist at (302) 573-6170.**

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer