



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: **Director of Information Technology**
Full-Time Position

VACANCY NUMBER: **20-12 I/E**

STARTING SALARY: CL 31 (\$110,257 - \$170,800)
Salary commensurate with experience

LOCATION: Philadelphia, Pennsylvania

POSTING DATE: February 21, 2020

CLOSING DATE: Open Until Filled

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is accepting applications for the position of Director of Information Technology. This senior-level position requires business acumen, technical knowledge, and interpersonal skills. The incumbent manages computing resources across the Eastern District of Pennsylvania (EDPA) including Philadelphia, Allentown, Reading and Easton and is vital in ensuring that the District's information technology is continuously available and secure. The Director of Information technology is responsible for the management, strategy and execution of IT infrastructure. The EDPA is looking for a strong leader dedicated to providing the highest level of customer service to judicial officers and court staff. EDPA is seeking a candidate committed to employee development and to helping employees expand skill sets and to achieve individual, team and organizational goals. Incumbent must identify needs of internal and external customers and industry demands. The position is located in the Clerk's Office of the U.S. District Court in Philadelphia but duties may require incumbent to travel to Allentown, Reading and Easton.

The Information Technology department serves the U.S. District Court for the Eastern District of Pennsylvania which has 185 employees in four office locations. The Director of Information Technology reports to the Clerk of Court.

POSITION DUTIES AND RESPONSIBILITIES

- Overseeing technical projects in alignment with organization goals.
- Directing the effective delivery and security of networks, production, development, and disaster recovery systems and processes.
- Working with information technology professionals to find solutions to manage business activities.

- Supervising a staff of IT professionals and specialists, while working closely with management, the Administrative Office, Circuit Executive's Office, other federal court units and external vendors.
- Complying with regulations and rules.
- Preparing financial budgets and presenting proposals for capital projects to senior executives. Developing budget justifications for system equipment, upgrades, and normal operations. Monitoring and approving all IT expenditures according to predetermined budget and spending plans. Conducting periodic detailed reviews of IT purchasing documentation and hardware and software inventories and associated documentation to ensure compliance with internal controls and delegated procurement authority.
- Supervising a staff of IT professionals and specialists through assigning and approving work. Ensuring the timely preparation and submission of employee appraisals and development plans in accordance with policy. Using effective mediation, coaching and problem-solving skills when managing conflicts in the workplace. Managing the group administratively. Effectively developing and mentoring staff to achieve performance and developmental goals.
- Developing customer service systems and promoting a customer service focus within the IT department.
- Displaying effective skills in leading a team of employees in the implementation of new ideas and better work procedures, including process redesign and evaluating and implementing potential process improvements.
- Communicating effectively, both orally and in writing, with individuals and groups to provide information and reporting in clear and understandable format.
- Researching and recommending new services and products in alignment with national initiatives.
- Leading efforts to improve IT processes.
- Developing short and long term strategic technology improvement plans, ensuring that changes can be implemented with minimal disruption and within established deadlines.
- Managing the execution of technology projects for all major automated systems. Adapting software and establishing or maintaining appropriate documentation. Overseeing robust testing plans for any new or upgraded product or equipment. Establishing operating procedures. Devising security systems and protocols for hardware, software, and data. Establishing training in system use and capabilities.
- Advising court unit executive of IT needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Perform other duties as required.

JOB REQUIREMENTS AND QUALIFICATIONS

Candidates must have a bachelor's degree. Degrees in Information Technology, Computer Science, or a related field of study preferred. Candidates must have at least three years of experience in managing and leading all portions of an organization with special consideration to those with experience in an Information Technology organization. Candidates should possess proven ability as a strong, successful manager and leader as well as proven experience in responding to the needs of multiple senior leaders within the organization. The incumbent must have excellent human relations skills and outstanding communications skills both verbally and in writing with all levels within the organization. The ability to exercise sound judgment and a thorough knowledge of the concepts, principles, and theories of management are requisite. Prospective candidates must be available for overnight travel for training or conferences and work nights and weekends as needed.

TECHNICAL QUALIFICATIONS

Thorough working knowledge of principles and techniques of computer hardware and software, office automation, database design, and data communications with the ability to troubleshoot and problem solve; extensive knowledge of software testing methods, practices, and preventive maintenance activities; 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; and significant experience in conducting research of available services and products, providing proposed solutions, and isolating and taking necessary corrective actions.

HIGHLY PREFERRED QUALIFICATIONS

- Master's degree preferred.
- Proven ability to assume and delegate responsibility.
- Proven ability to manage and work with all levels of staff.
- Knowledge and ability to organize, oversee, and complete projects.
- Extremely detail-oriented and organized.
- Present a professional demeanor
- Proven ability to effectively mentor, develop, direct, and manage a skilled, service-oriented team.
- Interest in technology trends and experience with strategic planning and the implementation of IT initiatives.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered "at-will," and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The final candidate will be subject to a background check, which includes fingerprinting. Applicants must be U.S. citizens.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) list of continuing education or certifications completed within the last 5 years, and (5) completed and signed *AO 78 Application for Judicial Branch Federal Employment* (www.uscourts.gov).

Completed applications in a single pdf should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, "**Director of Information Technology Vacancy #20-12 I/E (Your Name)**" and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer**