



**United States Bankruptcy Court
Western District of Washington
700 Stewart Street, Room 6301
Seattle, WA 98101
www.wawb.uscourts.gov**

Vacancy Announcement

Announcement #12-02

Position: Director of Information Technology
(Full Time - Permanent)

Location: Seattle, Washington

Salary Range: Classification Level CL-29 /30 (\$69,824 - \$134,129) depending upon experience and qualifications. Promotional potential to CL-31 without further competition.

Opening Date: April 9, 2012

Closing Date: Open until filled. To ensure consideration, application should be received by May 4, 2012

Anticipated Start: July, 2012

Area of Consideration: Nationwide

The U.S. Bankruptcy Court for the Western District of Washington is a pioneer in the implementation of new technologies. We are a mandatory Electronic Case Filing (ECF) court and have been using ECF for more than 10 years. The court employs a variety of technologies to provide secure and public wireless access, VPN and VoIP communications systems, and video-conferencing capabilities for meetings and hearings. The clerk's office employs many automation efficiencies including Automatic Docketing Interface processes. Our judges use iPhones and iPads with mobile applications, connected through secure cellular services, to process the work of reviewing and preparing for cases and signing orders.

More specifically, the court environment uses Windows XP through Windows 7, Windows Server 2003, 2008, Novell OES Linux Server, Suse Linux Enterprise Server, and RedHat Enterprise Linux. Databases include Informix, MySql and MSSQL Express. Programming languages include Perl, HTML, Java, JavaScript, PHP, and FLASH. Windows applications include Word Perfect, MS Office Suite, Adobe Acrobat, and Lotus Notes.

With offices in Seattle and Tacoma, the court has a staff of 84, including five bankruptcy judges.

Position Overview

The Director of Information Technology reports to the Clerk of the Court as a member of the court's senior management team and is responsible for overseeing and managing automated systems within the court, including operation, coordination, and integration of all judiciary and local applications. The incumbent is responsible for the court's servers, network, infrastructure, telecommunications, web and remote access systems.

Representative Duties

- Oversees and participates in the analysis, implementation, operation, modification and support of mission critical applications, nationally supported automated systems as well as locally developed solutions.
- Supervises and leads a staff of technical professionals.
- Works closely with the court's IT committee and the Clerk of the Court to develop a strategic information technology plan (long and short range).
- Consults with and provides advice and guidance to judges, senior managers and court staff in all areas of automation objectives and capabilities, including anticipation of future requirements to meet the court's operational demands.
- Directs daily operations of the IT department to include analyzing workflow, establishing priorities, developing standards, and setting deadlines. Identifies and implements changes needed to improve efficiency and effectiveness in the management and operations of the department.
- Develops budget justification for IT equipment, upgrades, cyclical replacement, and normal operations. Analyzes and monitors the court's automation budget to ensure information technology priorities are properly funded.

Qualifications

The successful candidate will possess: (1) a thorough working knowledge of the theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; (2) the ability to troubleshoot and present innovative solutions; (3) experience in analyzing, evaluating and determining IT needs; (4) a thorough understanding of project management techniques; (5) excellent leadership and management skills; and (6) an exceptional customer service attitude with strong communication and interpersonal skills.

Specialized Experience (five years required)

Progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to: (1) gain skill in developing the interpersonal work relationships needed to lead a team of employees; (2) exercise mature judgment; and (3) gain knowledge of the concepts, principles, and theories of management.

Preferred Qualifications

A BA/BS or Master's degree in an IT related field, experience in the federal judiciary and knowledge of court operations is preferred.

Other Information

Applicant must be a U.S. citizen or national of a country with which the United States has a mutual defense treaty, as determined by the Department of State.

The Director of Information Technology is considered a High-Sensitive position. Employment will be considered provisional pending successful completion of a background investigation.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees.

Electronic fund transfer (direct deposit) participation for net pay is required.

The conditions of this position announcement are subject to modification without prior notice being given.

Benefits Information

Employees of the United States Bankruptcy Court are "at-will" employees and are ***not*** covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- 13 days paid vacation per year for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan;
- Creditable service time in other federal agencies or the military, will be added to judiciary employment.

Application Procedure

Please submit a cover letter, references, and a completed Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/forms/AO078.pdf>) in a single PDF by email to:

HR1_wawb@wawb.uscourts.gov

(Subject line should read: **Position Vacancy #12-02**)

Equal Opportunity Employer