



United States Courts District of Montana

Vacancy Announcement 05C:2018

Position Title:	Systems Supervisor
Duty Station:	Missoula, Montana
Salary Range*:	CL29-30, \$69,780 – 134,048
Announcement Date:	May 7, 2018
Application Deadline:	Open until filled; priority given to applications received by May 25, 2018

*Starting salary and grade will be based on qualifications and judiciary guidelines. The incumbent chosen may be eligible for promotion without further competition.

Position Overview:

The U.S. District & Bankruptcy Court for the District of Montana is seeking applicants for the position of Systems Supervisor. The District of Montana is a consolidated court with five divisional offices and courthouses, and has ten judges and 67 employees. This position will oversee a staff of four technology professionals, is a member of clerk's office management team, and reports to the Chief Deputy of Administration.

This position requires strong analytical skills, an exceptional customer service attitude, and excellent communication skills (both oral and in written form). Knowledge of project management processes, methods and techniques is essential. An ability to follow through on projects and meet established goals and deadlines is required. The supervisor must exhibit professionalism and vision when directing the planning, coordination and integration of all IT functions. The successful candidate will be innovative, possess leadership skills, and must have demonstrated talent and passion for planning, project management and management of information systems. The ideal candidate will have the ability to work independently and in a team environment while prioritizing multiple, rapidly shifting responsibilities. The successful candidate will have respect for and the ability to work within the hierarchical structure of the court and the ability to work collegially and confidentially with the other members of the management team and other court unit executives and managers.

Representative Duties:

Oversees and participates in the analysis, implementation, operation, development, and support of mission critical applications, nationally supported information technology systems and developed automated solutions. Has primary responsibility, in consultation with the clerk of court and the chief deputy of

administration, for the development and regular updating of the court's strategic information technology plan.

Directly supervises and is accountable for the work of the IT staff to ensure work product is of high quality. Monitors day-to-day performance and provides direction and coaching. Sets performance and development goals for each staff member and recommends appropriate training. Provides continuous performance feedback and conducts formal performance evaluations. Participates in the recruitment and selection of IT staff.

Develops and recommends short and long range information technology plans for judges, chambers staff and clerk's office staff. Advises management in all areas of IT needs, assessment, objectives, and capabilities, including anticipation of future requirements and potential problems. Recommends and coordinates with the management team on proposed changes to information technology that enhances the overall capability and/or productivity of the total organization.

Develops budget justification for IT equipment, upgrades, cyclical replacement, and normal operations. Monitors or approves all expenditures for IT operations. Assures that budgets and logistics are adequate for program responsibilities. Analyzes and monitors the court's automation budget to ensure information technology priorities are properly funded.

Develops specific system features to satisfy local clerk's office and court needs. This may involve making adaptations to a national system or development of specific systems and/or programs for the court. Adapts software and documentation, performs testing and establishes IT systems operation procedures.

Ensures the safety, security and integrity of court systems and data to include user access, off-site storage and security procedures. The supervisor of IT is responsible for the continuity of information technology operations in the event of an emergency.

Maintains library of software, including documentation of locally developed material. Manages and develops special reports for the clerk's office and court.

Participates in district, regional and national conferences and training to enhance professional growth, identify best practices, and improve systems and technology support.

Assists in technical installations or troubleshooting when necessary.

Overnight travel to divisional offices, as well as out of state, is required.

Qualifications:

Required Minimum Qualifications:

Candidate must have three years of specialized experience and training in the field of information technology. Candidate must demonstrate the ability to lead a diverse group of IT professionals, possess the ability to exercise sound and mature judgment, and demonstrate the ability to successfully manage projects

(small and large) with strong organizational skills. Candidate must have thorough knowledge of current information technology concepts, principles and theories. Candidate must possess excellent communication and interpersonal skills. Candidate must present a professional demeanor and possess unquestioned integrity.

Preferred Qualifications:

A bachelor's degree in computer science, business or public administration, management or a related field is preferred, but not required. The ideal candidate will have current or previous experience with the federal judiciary, and three or more years of progressively responsible administrative experience, demonstrated leadership skills and supervisory and training abilities.

Preference will be given to those candidates who possess professional certifications and/or significant operational and technical experience in: Windows server and workstation operating systems; relational database managed systems; Windows applications including MS Office 365; Adobe Acrobat; and Intranet/Internet technologies. Knowledge of networking topologies, protocols and media is also preferred, including but not limited to: SQL, INFORMIX, LINUX, TCP/IP, VPNs, VLANS, VoIP, as well as related hardware components such as servers, data storage equipment, backup devices, routers, hubs and switches. Networking experience with Windows Server and Linux preferred. Technical proficiency in the following U.S. District Court software applications is preferred: CM/ECF, JMS, JIFMS, eVoucher, and CEO.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the *Judicial Code of Conduct*.

Candidates selected for interviews will be subject to reference checks of current and former employers, criminal and credit history checks. The individual chosen for the position will be hired provisionally pending successful completion of a full background investigation and fingerprint check. Unsatisfactory results may result in termination of employment.

Information for Applicants:

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment (available at <http://www.mtd.uscourts.gov/employment> .

Note: the last page of the AO-78 requires an original signature that can be scanned.

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. The position will be considered open until filled, however preference will be given to applications received by **May 25, 2018**. Applications should be submitted in one of the following ways (no duplicate submissions, please):

Email (preferred): sharon_hardwick@mtd.uscourts.gov
Please note "IT Application - Last Name" in the subject line.
Submit documents as **PDF attachments ONLY**. No Word, WordPerfect, .jpeg or .tif documents will be accepted. Documents from file housing services (e.g. Google Docs, DropBox, etc) or websites will not be accepted.

Fax: 406-417-6969

U.S. Mail: Sharon Hardwick, Human Resources
U.S. District Court
901 Front Street, Suite 2100
Helena, MT 59626

Applicants will receive an email confirmation within 7 days of receipt of their application. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

Benefits:

The United States Court is part of the Judicial Branch of the U.S. Government. Employees of the U.S. Court are considered "at will" employees, and are not covered by the Office of Personnel Management's civil service classification system or regulations. Judiciary employees participate in the Federal Employees Retirement System (a mandatory 4.4% salary contribution for new federal appointees) and Thrift Savings Plan (similar to a 401k), optional health, dental, vision, and life insurance benefits, long term care insurance, annual and sick leave accrual, and ten paid holidays per year. Additional information regarding the U.S. Courts, the *Judicial Code of Conduct*, and federal benefits can be located at www.uscourts.gov.

The United States District Court is an Equal Opportunity Employer.