



**United States Bankruptcy Court  
Office of the Clerk  
Middle District of Florida**



**POSITION ANNOUNCEMENT  
DIRECTOR OF INFORMATION TECHNOLOGY**

**Location:** Jacksonville, Orlando, or Tampa, FL

**Announcement No.** 21-06

**Opening Date:** March 22, 2021

**Closing Date:** Open until filled\*

*\*First Consideration given to applications received by April 2, 2021.*

**Starting Salary Range:** CL 31 (\$102,449 - \$166,523)

Starting salary commensurate with experience in accordance with U.S. Court Guidelines.

The United States Bankruptcy Court for the Middle District of Florida (Court) is seeking qualified applicants for a Director of Information Technology (Director) position. The Court is comprised of eight (8) judges and a Clerk's Office and chambers staff of approximately 85 employees, which includes nine (9) technology professionals. The Court has divisional offices in Jacksonville, Orlando, and Tampa, with a satellite office in Fort Myers. Routine travel to the divisional offices is required and extended work hours may be required. The Director reports directly to the Chief Deputy.

Our Court strives to grow and maintain a productive, progressive, and positive culture, and we recruit staff that promote, reflect, and thrive in an environment that successfully meets our Court's mission statement: *"Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect."*

#### **OVERVIEW**

The Director manages the nine (9) technology professionals who provide direct end-user support for judges, judicial staff, and employees of the Court. The Director is responsible for overseeing, managing, and securing automated systems within the Court, including operation, coordination, and integration of all Judiciary and local applications. The Director oversees, maintains, and ensures the delivery of help desk and troubleshooting support in all areas of information technology (IT), including new emerging technologies. The Director ensures compliance with the appropriate guidelines, policies, and approved internal controls.

The ideal candidate should possess excellent management and leadership skills, an exceptional customer service attitude, strong analytical skills, and excellent communication skills, both oral and written. The Director must exhibit professionalism, innovation, and vision when directing the planning, coordination, and integration of all technology functions. Knowledge of project management processes, methodologies and techniques are essential, as is the ability to follow through on projects and meet established goals and deadlines.

#### **REPRESENTATIVE DUTIES**

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Manage, develop, and mentor IT staff, including establishing standards, assigning, and reviewing work, evaluating performance, and handling disciplinary actions.
- Oversee the daily operation of the department to include analyzing workflow, establishing priorities, and setting deadlines. Conduct staff meetings and communicate effectively with staff. Perform quality checks and approve the efficiency and effectiveness of all systems and programs prior to implementation.
- Evaluate the Court's technology use and needs. Develop and implement both short-term and long-range automation improvement plans which include consideration of Court needs, budget, objectives, and capabilities, including anticipation of future requirements, funding, and problems.
- Manage courtroom technology and telecommunications capabilities. Maintain oversight of the quality of web development and management to ensure user needs are consistently met. Manage remote and mobile information systems. Maintain oversight of Court's automation equipment and property inventory.
- Make adaptations to national systems and/or participate in the planning for, and the acquisition of, specific systems to meet Court needs. Develop cost-benefit analyses for various IT projects.

- Manage IT's portion of the Continuity of Operations Plan (COOP) and ensure annual testing and plan updates. Ensure the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment.
- Plan, manage, and control IT budgets, expenditures, and property and equipment procurement activities in consultation with the Chief Deputy and Clerk of Court.
- Maintain relationships and regularly meet with judges, the Clerk of Court, the Chief Deputy, managers, other court units, and vendors to determine IT needs and recommend solutions.
- Remain current regarding emerging technologies and how they interface with systems.

## **QUALIFICATIONS**

**General Experience:** Must possess either a bachelor's degree in Computer or Information Science or Technologies or related field from an accredited college or university or demonstrate equivalent advanced knowledge of IT principles through IT certifications. The candidate must possess a minimum of five years of progressively responsible IT experience designing, implementing, or maintaining computer systems. This experience should include completion of computer project assignments involving systems analysis, computer programming, systems integrations, automation systems security, and IT project management. The successful candidate must have the ability to communicate effectively, both orally and in writing, with constituents from a wide variety of educational and professional backgrounds. Must be able to lift items weighing approximately 50 pounds; moderate physical effort may be involved in moving, connecting, or troubleshooting equipment.

**Specialized Experience:** The candidate must possess three years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial responsibility that provided the candidate an opportunity to gain skill in developing the interpersonal work relationships necessary to lead a team of employees and exercise mature judgment. At least one year of this experience must be equivalent to work at the CL 30 level to be appointed at the CL 31 level.

### **Preferred Experience:**

- Master's Degree in Information Technology Management, Public, Business, or Judicial Administration, or related field from an accredited college or university is preferred.
- Possess working knowledge and experience with Agile Methodologies.
- Experience working with Next Generation and Legacy CM/ECF, HTML, Web Services, SharePoint, and Microsoft suite of applications.
- Understand and implement hardware and software, office automation, database design, and data communications.
- Advanced knowledge of networking, operating systems, servers, and thorough knowledge of LAN/WAN internetworking technologies.
- Proficiency with tools concerning database management, internet/intranet applications and development, and website design.
- Knowledge of software testing methods, practices, and preventative maintenance activities.
- Cybersecurity knowledge and experience.
- Extensive management experience.

## **APPLICATION PROCEDURES**

To apply for this position, qualified applicants must submit: (i) a cover letter addressing qualifications and relevant experience; (ii) a detailed resume and salary history; and (3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the [U.S. Courts website](#).

The complete application package must be submitted electronically to [jobs@flmb.uscourts.gov](mailto:jobs@flmb.uscourts.gov). These documents must be submitted in a single, combined PDF file. In the subject line reference "Announcement No. 21-06". Zip files and faxes will not be accepted. Failure to provide these documents may render your application incomplete and not eligible for consideration. Resume must contain an e-mail address and a daytime phone number. For first consideration, applications must be received by April 2, 2021.

## **GENERAL INFORMATION**

- Applicants must be United States citizens or eligible to work for the United States Government. Only qualified applicants will be considered for this position. All information provided by applicants is subject to verification. False statements or omissions or the inability to meet the conditions of the position may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Relocation expenses may be reimbursed. Applicants selected for interviews must travel at their own expense.
- This position is classified as a high-sensitive position; appointment to this position is provisional and contingent upon the successful completion of an FBI ten-year background check investigation and suitability determination. Selectees are subject to updated background investigations every five years. All Court employees are at will, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level.

- The position is subject to the mandatory electronic fund transfer (EFT) of salary payment (i.e., Direct Deposit). In addition, employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- The Court reserves the right to modify the conditions of this job announcement or 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 any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.
- This Court provides reasonable accommodations to applicants with disabilities. If an applicant needs reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to [jobs@flmb.uscourts.gov](mailto:jobs@flmb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

**Employee Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

Ten Paid Holidays  
 Group Health, Dental, Vision and Life Insurance  
 Long-Term Care Insurance  
 Defined Benefit Pension Plan (FERS or FRAE)  
 Commuter Benefit Program

Vacation Leave and Sick Leave  
 Long-Term Disability Insurance  
 Health and Dependent Flexible Spending Accounts  
 Defined Contribution Plan (TSP) with Employer Match  
 Employee Assistance Program

**Local Benefits**

Telework  
 On-site Federal Occupational Nurse

On-site Fitness Center  
 Public Transit Subsidy

*The United States Bankruptcy Court is an equal opportunity employer.*