

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF VIRGINIA**

**VACANCY ANNOUNCEMENT**

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| <b>POSITION VACANCY: Systems Technology Manager</b> |
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**LOCATION:** **Roanoke, Virginia**

**CLOSING DATE:** **Open Until Filled**

**SALARY RANGE\*:** **CL 29 to CL 30 (\$67,537 - \$129,754)\***

*\* Starting salary dependent upon qualifications and experience. Promotion potential to CL 30 without further competition.*

**Position Overview and Representative Duties**

The Systems Technology Manager oversees the court's information technology systems and is responsible for all aspects of the technical supervision, mentoring, training and administrative oversight of IT staff members. The Systems Technology Manager is responsible for developing standards, recommending system infrastructure changes, ensuring automation operations adhere to applicable guidelines and regulations, and coordinating and implementing system security measures.

The Systems Technology Manager is responsible for high level and long-term design and analysis of the court's information technology systems, to include the planning, acquisition, application, operation, integration, and maintenance of all automated systems, equipment, and networks operating within the court. The Systems Technology Manager develops short and long range IT improvement plans for the court; ensures changes can be implemented with minimal disruption; develops budget justifications for systems equipment, upgrades, and general IT operations.

The Systems Technology Manager researches and evaluates emerging technologies and national initiatives to advance the court's IT systems, operations, network, and database; communicates with stakeholders to define objectives for new technology and initiatives; and recommends modifications or custom designs to existing systems and equipment.

The Systems Technology Manager troubleshoots and resolves operation problems and ensures an effective cyclical maintenance program for all information technology equipment. The Systems Technology Manager develops and implements appropriate disaster recovery and business continuity plans for the court's information technology systems. Travel within or outside the district, to divisional offices and court locations (as needed) and/or to attend meetings, conferences, or training, is required.

**General Information**

The United States Bankruptcy Court for the Western District of Virginia serves an area of 52 counties and 17 independent cities that covers approximately two-thirds of the Commonwealth of Virginia. The Clerk's Office has three staffed divisional offices in Roanoke (headquarters),

Lynchburg, and Harrisonburg. Court is held in these locations as well as Charlottesville, Danville, Abingdon, and Big Stone Gap. The Clerk's Office currently employs 25 deputy clerks and has three authorized judgeships.

### **Minimum Qualification Requirements**

Bachelor's degree from an accredited college or university in Information Technology, Computer Science, or similar field of study required. Master's degree highly preferred. Minimum of six years of experience in managing and leading all or portions of an Information Technology organization.

Thorough working knowledge of principles and techniques of computer hardware and software, office automation, database design, data communications, systems design and development, and programming concepts and languages. Interest in technology trends and experience with strategic planning and the implementation of automation initiatives.

Excellent written and oral communication skills, including the ability to relay automation techniques and processes clearly to non-automation personnel at all levels within the organization. Superior interpersonal skills, with an ability to build, motivate, and lead a dynamic IT team. Ability to problem solve and exercise mature and decisive judgment. Ability to be self-motivated, independent, and detail-oriented. Eagerness to learn and work outside your technology comfort zone. Strong critical thinking skills and complex problem solving skills. Excellent time-management skills with proven experience managing and completing multiple large IT projects on time and which meet or exceed customer expectations.

At least three of the six years of experience must have been in a position of substantial management responsibility, preferably in a court environment.

### **Benefits**

Full-time employees of the U.S. Bankruptcy Court Clerk's Office are eligible for a full range of benefits to include paid vacation and sick leave, retirement benefits under the Federal Employees Retirement System; tax-deferred retirement savings and investment options under the Thrift Savings Plan; health, life, dental, and vision insurance; long-term care insurance; flexible spending program; and 10 paid holidays per year. For additional information about employment with the federal courts, please visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers)

### **Information for Applicants**

Applicants must be U.S. citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. No funds are available for reimbursement of travel expenses in connection with interviews. The court provides reasonable accommodations to applicants with disabilities. All applicants are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment of the selected candidate is provisional and contingent upon successful completion of a "high sensitive" background investigation and subsequent favorable suitability determination, with periodic updates every five years thereafter. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the court.

To be considered, qualified applicants must provide the following documents:

- \* a letter of interest and resume, including at least three references and salary history;
- \* a narrative statement (not to exceed two pages) that describes how their previous experience has prepared them for this position and elaborates on any of the preferred qualifications they may have;
- \* a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://uscourts.gov/formsandfees/forms/AO078.pdf>

Above-referenced items must be sent to the below address and received by 4:30 pm on Friday, July 29, 2016.

John W. L. Craig, II  
United States Bankruptcy Court  
Western District of Virginia  
210 Church Ave., SW, Room 200  
Roanoke, Virginia 24011

***U.S. Bankruptcy employees are not covered under civil service appointment restrictions.***

***The U.S. Bankruptcy Court is an Equal Opportunity Employer.***