U. S. District Court
Southern District of Mississippi

Project/Training Manager
Vacancy Announcement MSSD-2016-02

POSITION

Project/Training Manager

LOCATION

Jackson, Mississippi

SALARY/TARGET

Target grade is CL28

Entry level range is
CL 28 Step 1 ($56,797) to
CL 28 Step 25 ($71,012)

Actual Salary dependent on experience and qualifications

POSITION AVAILABLE

November 28, 2016

APPLICATION CLOSING DATE

To be assured of consideration, applications should be received by October 28, 2016

ANNOUNCEMENT
MSSD-2016-02

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

POSITION OVERVIEW / RESPONSIBILITIES

The United States District Court for the Southern District of Mississippi is accepting applications for the position of PROJECT/TRAINING MANAGER.

This position is located at the United States Courthouse in Jackson, Mississippi. The Project/Training Manager will work as an integral member of the Court's IT Department team and the Management team and will report to the IT Director. The Project/Training Manager is responsible for (1) planning, managing and overseeing various IT and IT-related projects, including systems deployment and operational integration; (2) planning, managing and carrying out various court operations projects involving IT systems; and (3) planning, developing and implementing a comprehensive training program responsive to the needs of the court unit, including training (a) on all new court systems upon and/or before implementation, and (b) for all new employees on existing systems. Travel to other locations will be required as needed.

Responsibilities of the Project/Training Manager include:

- Develop project plans, make proposals to management, and implement projects, particularly IT and IT-related systems deployments.
- Analyze and evaluate programs and systems in use by staff or to be implemented and recommend improvements, modifications, and/or methodology for efficient and effective use.
- Act as project manager for district-wide implementation of innovative initiatives and new systems such as the conversion to a new word processing software (Microsoft Word), conversion to a new enterprise messaging system (Microsoft 365), and deployment of the court's next generation case management system (NextGen).
- Review suggested operational changes, conduct meetings to gather input and ideas, develop project plans, make proposals to management, and assist in implementing initiatives.
- Serve as project manager for special initiatives and assignments from the Clerk, Chief Deputy Clerk, or IT Manager.

- Identify court training needs on an ongoing basis through written surveys, supervisory and employee input, and organizational goals and objectives. Coordinate with the district training team on district-wide and local training initiatives. Coordinate efforts with the AO, Federal Judicial Center (FJC), or other outside training entities to determine appropriate educational programs, services, and resources. Schedule trainer, facility, and funding resources for training projects.

- Develop local training policies and procedures for the operations division in coordination with the Chief Deputy and Division Managers. Design and develop training programs as needed, including orientation and training for new employees and in-service workshops on technical, operational, and professional development topics. Adapt courses, instructional materials, and guides for court use. Serve as instructor, program coordinator, group facilitator, and/or discussion leader, as applicable. Provide classroom training, one-on-one training, and presentations to court staff, management, judges and their staff, and attorneys on case management system topics and changes. Create and maintain training records.

- Develop and present a continually evolving security training curriculum for all staff at the court. Security training is required for the court to meet requirements set both at the Administrative Office level (the Guide) and the local level (court policy).

- Design, develop, and maintain library of training/procedural manuals and materials, publications, and videos. Collect data for use in designing class curriculum. Assist in the development of budget estimates to fund training costs.

EDUCATION AND QUALIFICATIONS

- To meet the MINIMUM requirements for this position, the applicant must possess a high school diploma or the equivalent and must have three years of general experience (OR completion of a bachelor's degree from an accredited college or university) AND at least two years of specialized experience in a position requiring the knowledge, skills and abilities which would enable the applicant to successfully perform the duties relating to this position.

- *General Experience* is progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of the organization, (2) the ability to analyze problems and assess the practical implications of alternative solutions, (3) the ability to communicate with others, orally and in writing, and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems and to perform the duties of the position.

- *Specialized experience* is progressively responsible experience that is in, or closely related to, project management and training.

  Excess specialized experience may be substituted for required general experience.

- Preferred qualifications include a law degree, or a bachelor's degree in Information Technology, or a bachelor's degree in business or public administration, political science, criminal justice, or other field closely related to the subject matter of the position, and additional years of specialized experience gained at a highly structured work environment such as a court or legal work environment.

- The following abilities are considered absolutely critical to the job:

    - Thorough knowledge of various automation programs, such as Microsoft Word, Microsoft Windows 365, and Adobe Acrobat;
    - A broad working knowledge of the theories, principles and techniques of computer hardware, software and data communications;
    - Skill in training non-automation personnel and demonstrated ability to plan and carry out training;
    - Ability to communicate technical information effectively (both orally and in writing) to end users in a manner in which they can understand;
    - The ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with the regulations, rules and procedures;
    - Strong organizational and people skills;
    - Good judgment, tact, and trustworthiness;
    - Self-motivation and initiative; and
    - The ability to express oneself clearly and concisely.

- The successful applicant must consistently perform all duties of the office in a professional and friendly manner and must reside within reasonable daily commuting distance of the United States Courthouse in Jackson, Mississippi.

CONDITIONS OF EMPLOYMENT AND MISCELLANEOUS INFORMATION

- Court employees are not civil service employees but serve under "Excepted Appointments" and are considered "at-will" employees (serving at the will of the Court). Excepted Appointment employees can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.

- All court employees must be aware of and in compliance with the canons of federal judicial conduct and are subject to appropriate background and security investigation.

- Employees of the judiciary are required to use direct deposit for their salary payments.

- Candidates must be citizens of the United States of America or be eligible to work in the United States.

Clerk's office appointees are employed on a one-year probationary term; all court positions are subject to budgetary or organization reduction which could result in the elimination of this position.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement options including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

APPLICATION PROCESS

Applications should be received by October 28, 2016. Qualified applicants should submit the following documents:

- A cover letter and resume of qualifications, education and employment experience, including references;
- A completed Application for Judicial Branch Employment (AO 78), which is available at http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf.

Submit the documents via email (subject: Automation Support Specialist – MSSD-2016-1) to hr_manager@mssd.uscourts.gov

OR

By mail or hand-deliver to:

Arthur Johnston, Clerk
U.S. District Court, Southern District of Mississippi
501 E. Court St., Suite 2.500
Jackson, Mississippi 39201

Application packets which are hand-delivered or mailed should be clearly marked CONFIDENTIAL and include the announcement number (MSSD-2016-2).

(Faxes will not be accepted)