



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcement 20-6**

Position: Director of Information Systems & Technology

Location: Jackson, Hattiesburg or Gulfport, MS

Opening Date: 09/21/20

Closing Date: Open Until Filled - applications received by 10/5/20 will receive priority

Salary: CPS CL 29 (\$72,975 - \$118,613); Promotion Potential to CL 30 (\$86,240 - \$140,157); salary is based on experience and qualifications in accordance with the Court Personnel System.

Application Procedure: Applicants should submit a Federal Judicial Branch Application for Employment Form AO 78 which can be found at <https://www.mssp.uscourts.gov/>, cover letter and resume by email (PDF format) to: usprobationjobs@gmail.com

Job Summary:

This position is located in a U.S. Probation/Pretrial Services Office in the Southern District of Mississippi. The Director of Information and Systems Technology is responsible for managing, developing and mentoring IT staff, along with overseeing all aspects of the Information Technology department including operation, coordination, and appropriate guidelines, policies and approved internal controls.

Representative Duties:

These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by this position.

- Oversees the administration. Operation, backup-and support of automation, including

networking, servers (Windows and VMWare), remote access, desktop computers and applications, hardware, websites, courtroom technologies, audio-video systems, telephones, mobile devices and any new and emerging technologies.

- Serves as the local IT security manager, and is primarily responsible for day-to-day upkeep, integration and improvement of the virus detection and prevention security systems, and possesses extensive knowledge of intrusion detection and elimination. Must maintain proactive plans and policies to prevent network intrusion and enhance protection.
- Oversees the daily operation of the department including analyzing workflow, establishing priorities and setting deadlines. Manage, develop and mentor staff. Plan, manage and coordinate the IT budget, expenditures, and property and equipment procurement activities in consultation with senior management.
- Serve as the level III procurement officer for IT related procurement. Will be required to become certified and maintain continuing education to maintain procurement delegated authority.
- Allocates resources to support the cyclical replacement and maintenance of all systems. Maintains oversight of unit's automation equipment and property inventory.
- Develop and implement both short and long-range automation improvement plans including anticipation of future requirements and problems. Will develop annual budget and spending plan to support the IT needs and future growth.
- Recommends new services and products. Remains current regarding emerging technologies and how they interface with systems.
- Manages the information technology of Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Meets regularly with managers, court unit executives, other IT staff and vendors to determine IT needs, provide recommendations and maintain relationships.
- Travels to the divisional offices.
- Performs other duties as required.

Education/Experience:

Two years of specialized experience, including at least one year equivalent to work at the CL 28 level; or completion of a Bachelor's degree in an accredited university in Information Technology or a related field to this position.

Specialized experience is progressively responsible experience designing, implementing or maintaining computer systems and includes a comprehensive knowledge of computer systems administration principles, practices, methods and techniques.

Desired Qualifications:

A verifiable background in Information Technology or related field.

Knowledge of software testing methods, practices, and preventative maintenance activities.

Proficiency in maintaining multiple information technology systems and operating systems.

Willingness to work as needed at all levels of IT.

Experience implementing new technologies.

The applicant must have a positive attitude, deliver excellent customer service, be proficient in relevant aspects of information technology, and be detail oriented. Strong analytical skills, excellent organizational skills, willingness to learn and participate in a team environment, ability to respond to requests on short notice, and the ability to manage multiple tasks are essential.

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal records checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Benefits:

Employees of the U. S. Courts are not classified under civil service; however, they are entitled to the same benefits as other federal employees: These include:

- 10 paid holidays per year
- 13 days paid vacation 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)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional long-term care insurance
- Optional participation in the Flexible Benefit Program

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~THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER~