



U. S. District Court
Southern District of Mississippi

DIRECTOR OF INFORMATION TECHNOLOGY
Vacancy Announcement MSSD-2022-07

POSITION

DIRECTOR OF INFORMATION
TECHNOLOGY

LOCATION/DUTY STATION

Jackson, Mississippi

SALARY/TARGET

CPS CL 30

Based on the 2022 salary table, the entry level salary range is \$89,210 to \$111,521. The top of grade salary is \$144,986. (Actual salary is dependent on relevant experience and qualifications.)

POSITION AVAILABLE

January 30, 2023 **OR** February 27, 2023
OR March 31, 2023 *(dependent on court's 2023 budget)*

**APPLICATION
CLOSING DATE**

November 11, 2022

ANNOUNCEMENT

MSSD-2022-07

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

POSITION OVERVIEW

The United States District Court for the Southern District of Mississippi is seeking a senior level manager to serve as the **DIRECTOR OF INFORMATION TECHNOLOGY**. This is a supervisory position. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by the incumbent.

The Director of Information Technology is responsible for overseeing and managing automated systems within the court, including operation, coordination, and integration of all Judiciary and local applications. The incumbent primarily oversees automation training, coordination, and integration of office automation equipment, telecommunications, and courtroom technology. The Director of Information Technology ensures compliance with the appropriate guidelines, policies, and approved internal controls.

The Director of Information Technology is also responsible for leading, managing and supervising a staff of between 7-10 employees in the district's Information Technology (IT) Department and for providing IT services to judges and staff in each of the court's four courthouses.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Manage, develop, and mentor staff involved in IT activities, including establishing standards, assigning and reviewing work, evaluating performance, and making recommendations as needed for disciplinary actions.
- Conduct staff meetings and communicate operational status and relevant information to staff. Perform quality checks and approve the efficiency and effectiveness of all systems and programs prior to implementation.
- Develop and implement information technology short-term and long-term improvement plans incorporating the Court's needs, objectives, and capabilities.

- The information technology plans should include emerging technologies and national initiatives to advance the Court's IT systems and operations with minimal disruption to the court when changes are made.
- Advise the Clerk of Court in all areas of information technology needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Plan, manage, and coordinate the IT budget, expenditures, and equipment procurement with the Budget Administrator and Clerk of Court. Develop an annual IT spending plan to meet the short-term and long-term goals of the Court for submission to the Clerk of Court.
- Communicate clearly and effectively, both orally and in writing, to explain complex concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
- Oversee and be responsible for the development of customer service systems and promote a customer service focus within the IT department.
- Oversee and be responsible for the administration, operation, back-up, and support of information technology, including both wired and wireless networks, Virtual Private Network (VPN), servers (Windows, Linux and VMware), desktop computers and applications, internal and external websites, courtroom technology, video teleconferencing (VTC), VOIP telephone network, mobile devices, and any new emerging technologies.
- Implement plans for major automated systems which communicate via the court's secured internal network. The automated systems include the court's jury management system, financial management system, calendaring application, CM/ECF, and various components of the Microsoft Office Suite.
- Adapt software and documentation; perform testing; establish operating procedures; devise security systems for hardware, software and data. Establish training in system use and capabilities.
- Develop budget justification for system equipment, up-grades, and normal operations.
- Develop specific system features to satisfy local needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific system for the court unit. Maintain library of software, including documentation of locally developed material.
- Responsible for IT security, including the integrity of hardware, software, and databases as well as user access, off-site storage, and security procedures.
- Manage the information technology Disaster Recovery Plan and Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Ensure compliance with the Guide to Judiciary Policy, the Human Resources Manual, applicable Administrative Office policies and procedures, internal controls guidelines, procurement procedures and guidelines, the Code of Conduct for Judicial Employees, and court confidentiality requirements.
- Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Manage and develop special management reports for different elements of the unit.
- Oversee information technology maintenance programs for the unit.
- Allocate resources to support cyclical replacement and maintenance of all systems.
- Maintain oversight of the Court's information technology equipment and property inventory.
- Perform other duties as assigned.

EDUCATION AND QUALIFICATIONS

PREFERRED QUALIFICATION: A bachelor's degree or higher is preferred but an equivalent combination of education, training and experience may be substituted instead. Degrees in Information Technology, Computer Science, or a related field of study are preferred.

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant has: (a) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (b) the ability to analyze problems and assess the practical implications of alternate solutions; (c) the ability to communicate with others, orally and in writing; and (d) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully. Experience in leading, managing and supervising others.

Candidates must possess excellent leadership, personnel management, communication, and project oversight skills. A minimum of six years progressively responsible administrative, professional, technical, or supervisory experience that provided the opportunity to develop collaborative working relationships, mentor and develop staff, exercise mature judgment, and gain a thorough knowledge of the concepts, principles and theories of information technology management is required. At least three of those years must be in a position of substantial management responsibility, preferably in a court or legal environment.

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 Thad Cochran United States Courthouse in Jackson, Mississippi.

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under “Excepted Appointments” and are considered “at-will” employees and 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.
- **The successful candidate is required to undergo a high-sensitive FBI background investigation. Selectee may be appointed provisionally with retention dependent on a favorable employment suitability determination based on the FBI background investigation. Selectee will be subject to background reinvestigations every five years.**
- The Court required employees to adhere to the Judicial Code of Ethics and Conduct, which is available for review upon request.
- 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.
- The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 11 paid holidays
- Paid sick and annual leave
- Medical insurance options under the Federal Employees Health Benefits (FEHB) program (requires employee contribution)
- Life insurance benefits under the Federal Employees Group Life Insurance (FGLI) program (requires employee contribution)
- Retirement benefits, including participation in the Thrift Saving Plans (tax deferred or Roth retirement savings)
- Supplemental dental and vision benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

APPLICATION PROCESS

Qualified applicants should submit the following documents as a single PDF file:

- 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>.

Applications may be submitted via email, hand delivery or mail, as follows:

via email (preferred) to:

hr_manager@mssd.uscourts.gov
(subject: DIRECTOR OF IT – MSSD-2022-07)

Please note: When submitting via email, documents should be submitted as a single PDF document.

By mail or hand-delivery to:

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

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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.