



Vacancy #15-10

**United States Bankruptcy Court
Northern District of Georgia**

VACANCY ANNOUNCEMENT

Position:	Information Technology Manager
Location:	Atlanta, GA
Opening Date:	November 25, 2015
Closing Date:	December 18, 2015 or until filled
Salary:	CL 29/30 (\$69,755 – \$133,985) based upon qualifications

Description of Duties: The Information Technology Manager (IT Manager) is a member of the Court's senior management team. As such, the IT Manager's primary role is to ensure resources – people resources and physical resources – are effectively utilized to meet the strategic needs of the organization. Reporting to the Chief Deputy, the IT Manager will work closely with managers across all departments to identify best practices and thereafter develop, implement and support technology solutions that will enhance productivity and raise the level of service offered to internal and external customers.

The IT Manager will direct a staff of approximately twelve technical professionals and will oversee the day to day operation of network, help desk and local programming functions as well as servers and remote access systems. The IT Manager is responsible for system security and continuity of operations planning that will ensure the delivery of data and essential systems 24/7. In addition, the IT Manager coordinates administration of the Court's communication (VOIP) system. The IT Manager will administer budgeting and procurement for IT. The IT Manager will stay abreast of national initiatives from the Administrative Office of the Courts that are advantageous to the court unit. Work with managers and division chiefs of the Administrative Office and the national support division will be an on-going responsibility. The IT Manager will also lead occasional large-scale programs, such as conversion of systems or programs, or upgrades to Electronic Case Filing.

Mandatory Qualifications: A bachelor's degree in a related field from an accredited institution is required. Advanced education or other related training is preferred.

The successful candidate will have demonstrated the ability to listen and then lead and motivate both new and tenured employees. The IT Manager must be committed to employee development and to helping team members expand skill sets and to achieve individual and team goals.

The successful candidate will be a clear and effective communicator, both orally and in writing, and able to respond readily to the needs of the Clerk and other leaders in the court unit.

Additional qualifications:

- Eight to ten years of progressive experience managing people, projects or resources.

- Strong track record of exceptional customer service with both external and internal customers.
- A proven track record of successfully implementing change.
- Experience in analyzing, evaluating and determining automation needs, and planning to implement systems to meet those needs.
- Thorough understanding of managerial and project management techniques and prioritizing IT projects and resource usage.
- Ability to administer IT procurement and strategic budget processes.

Technical Qualifications:

Preference will be given to those candidates who possess professional certifications and/or significant experience in: VMWare/VDI-based environments; applications including MS Office, Adobe Acrobat, and Microsoft Exchange; as well as Intranet/Internet technologies based on Drupal templates; VOIP, and Active Directory.

How to Apply: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:

http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to
Jennifer_Kirksey@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of December 18, 2015. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employees contribution).

The United States Bankruptcy Court is an **Equal Opportunity Employer**.