



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY

VACANCY ANNOUNCEMENT 19-02
DIRECTOR OF INFORMATION TECHNOLOGY

Opening Date: June 21, 2019

Closing Date: July 19, 2019 or until filled

Location: Lexington, KY

Salary Range: CL-29 to CL-31 (\$70,965-\$160,317), Depending on qualifications, education, experience, and salary history

Summary: The United States Bankruptcy Court for the Eastern District of Kentucky seeks a dynamic leader to serve as its Director of Information Technology. Reporting to the Clerk of Court and serving as a key member of the management team, the Director of Information Technology must possess excellent leadership and management skills, have a broad knowledge of all aspects of information technology including networking and security, programming, and a variety of hardware and software systems, and be able to foster a team environment within the department while addressing a rapidly changing technology landscape.

Required Minimum Qualifications: Applicants must have a bachelor's degree in computer science or a related field from an accredited institution (substantial applicable work experience may be substituted in part for educational requirement), as well as sound judgement, the demonstrated ability to delegate and manage projects to completion, strong communication skills, including the ability to communicate technical concepts to non-technical constituents, and respect for the hierarchical structure of the court and the confidentiality of its work.

Preferred Qualifications: Applications are encouraged from those possessing professional certifications and/or significant experience in: Server and workstation operating systems; Relational Database managed system, Windows applications including Office 365; Adobe Acrobat; Drupal internet and intranet technologies. Knowledge of networking topologies, protocols and media is also preferred, including but not limited to: SQL, INFORMIX, LINUX,

TCP/IP, Citrix, and VoIP telephony, as well as related hardware components such as servers, server clusters, data storage equipment, backup devices, LAN/WAN implementation and configuration with knowledge of DNS, routers, hubs and switches; firewall applications; Active Directory; VMWare; and the judiciary's CM/ECF case filing and management system and IT Security Scorecard. An understanding of programming in Perl, C, ColdFusion, ASP, ADO, and JAVA; desktop experience with MS Windows and Office 365. Strong candidates will also possess experience in financial oversight and technology procurement as well as progressively responsible administrative or managerial experience.

Representative Duties:

- Oversee and participate in the analysis, implementation, operations, development, and support of mission critical applications, nationally supported IT systems, and locally developed automation solutions.
- Develop short and long-range IT plans for the court unit.
- Advise management in all areas of IT needs, assessment, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Directly supervise and be responsible for the work of the IT staff to ensure work product is of high quality; Monitor day-to-day performance and provide direction and coaching. Set performance and development goals for IT staff members; Provide continuous performance feedback; Conduct performance appraisals.
- Develop budget justification for IT equipment, upgrades, cyclical replacement and normal operations. Monitor or approve all expenditures for IT operations. Assure that budgets and logistics are adequate for program responsibilities. Analyze and monitor the Court's automation/IT budget to ensure that priorities are adequately funded.
- Adapt software and create or update existing documentation; Perform adequate testing; Establish formal operation procedures; Ensure that appropriate security systems are in place and functional for hardware, software and data storage.
- Develop specific system features to satisfy local Court needs which may involve making adaptations to national systems, or participating in the planning for, and the acquisition of a specific system for the Court.
- Measure effectiveness and/or improvement of IT within the Court. Advise the court on current technology and how it may enhance the effectiveness of Court operations. Evaluate and develop new and expanded ways to utilize technology.
- Manage and/or develop specific reports for different elements of the court, as well as local policies and procedures as required.
- Establish and implement security systems to protect systems and data, including the management of IT inventory, and serve as a coordinator for the Court's IT security training requirements.
- Ongoing support for courtroom technology, including but not limited to video conferencing functionality, digital recording equipment, and courtroom audio across five divisional hearing locations.

Lexington, Kentucky: Long known for bourbon, horses, and basketball, Lexington is the unofficial heart of Kentucky's Bluegrass region. With a diverse and changing restaurant scene, an expanding array of parks and trails, a strong system of public, private, and parochial schools, and a wide variety of cultural and recreational opportunities, Lexington routinely finds itself highly placed in numerous national rankings on the best cities to live, work, and raise a family. For more information on what Lexington and the Bluegrass region have to offer, visit commercelexington.com and visitlex.com.

Salary and Benefits: The actual pay level will be established based on the successful applicant's experience in accordance with the Court Personnel System of the U.S. Courts. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g. leave, holidays, life and health insurance, long-term care insurance, flexible spending accounts, and retirement benefits) are applicable. The position is subject to mandatory electronic direct deposit of net pay.

Conditions of Employment: Employees must be United States Citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request. The successful candidate is subject to a background clearance investigation which includes fingerprinting. All court employees are *at will*, and therefore may be removed from their position at any time and for any or no reason.

Miscellaneous: The United States Bankruptcy Court for the Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an Employee Dispute Resolution Plan which is available for review on the court's website. The Court reserves the right to alter, amend, or revoke this vacancy announcement at any time.

Application Procedure: Qualified candidates should submit as a single pdf document a cover letter, resume, three references with contact information, and a Form AO-78 - Application for Judicial Branch Employment (available on the court's website at www.kyeb.uscourts.gov) to hr@kyeb.uscourts.gov. Only highly qualified candidates will be contacted for an interview. Expenses incurred to travel for interviews are not eligible for reimbursement.