



Employment Opportunity

Director of Information Technology

CL31/GS15
Detroit, Michigan

OVERVIEW The director of information technology is a high-level position that is responsible for departmental leadership and the administrative and technical supervision of IT staff members. The incumbent must possess the IT knowledge and skills necessary to manage functions within the department, as well as ensure compliance with court policies, procedures, practices and approved internal controls. The incumbent is responsible for acting as the court's Information Security Officer; managing critical IT issues, keeping automation projects, goals, and assignments on track; fostering a collaborative team environment and strategic planning based in part on national IT initiatives. The Director of IT provides or arranges for adequate training resources to ensure technical efficiencies; innovation, and up to date technical skills. In addition, the incumbent sets challenging and productive performance goals for IT staff; motivating, coaching, and conducting performance evaluations; and, submitting IT requirements for inclusion in the overall annual spending plan proposal. This position is eligible to participate in the court's telework program.

The IT director is a member of the court's senior management team and reports to the chief deputy clerk. Occasional travel, particularly within the district, is required.

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has about 55 employees who support six federal bankruptcy judges. Court offices are in Detroit, Flint and Bay City. The position is in Detroit with periodic travel to the Flint and Bay City locations.

REPRESENTATIVE DUTIES The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Creates, recommends, and implements short and long-term IT strategic plans that anticipate future technology requirements and business needs.
- Formulates, recommends, implements, and enforces appropriate policies, procedures, and standards.
- Oversees day-to-day IT operations in support of court operations across all offices.
- Manages, develops, and mentors staff involved in information technology functions, including establishing standards, assigning, and reviewing work, evaluating performance.
- Serves as the IT security officer to manage and maintain all aspects of the court's IT security posture in accordance with the Guide to Judicial Policy. Creates and regularly reviews the court's IT security policies and procedures. Conducts IT security awareness training. Ensures the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment.
- Manages the IT portion of the Court's Continuity of Operations Plan (COOP). Conducts annual COOP tests and recommends appropriate updates to ensure IT COOP plan can be executed seamlessly when needed.
- Validates data backup on all systems to ensure data integrity and data availability.
- Manages courtroom technology and telecommunications capabilities.
- Maintains oversight of the court's automation equipment and property inventory.

QUALIFICATIONS The Director of Information Technology must possess the following: excellent leadership and management skills, strong analytical skills, problem solving skills, mature judgement, exceptional customer service attitude, and excellent communication skills, both oral and in written form. Knowledge of project management processes, methods, and techniques are essential as is the ability to follow through on projects and meet established goals and deadlines. The Director of IT must exhibit professionalism, innovation, leadership, and vision when directing the planning, coordination, and integration of all information technology functions. The Director of IT must be well

versed in all aspects of information technology and is expected to stay current with state-of-the-art information technology and security solutions.

A bachelor's degree in computer science or related field from an accredited college or university is required. The candidate must possess a minimum of five years of progressively responsible information technology experience designing, implementing, or maintaining information technology systems that included completion of project assignments involving systems analysis, systems integrations, and information technology project management.

In addition, the candidate must possess three years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill to lead a team of employees, and provide thorough knowledge of the basic concepts, systems, principles and theories of organizational and information technology management and IT supervisory responsibility.

Preferred Experience:

- Master's Degree in Information Technology Management, Public, Business, or Judicial Administration, or related field from an accredited college or university is preferred.
- Experience working with Case Management/Electronic Case Filing (CM/ECF) system, Linux, Web Services, SharePoint and Microsoft suite of applications.
- Audio/Visual technology knowledge and experience.
- Cybersecurity knowledge and experience.

CONDITIONS OF EMPLOYMENT The position is classified as "high sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on these investigation results. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants on the court's website.

BENEFITS Federal benefits include paid vacation and sick leave, 11 paid holidays, retirement benefits, and a 401 (k) styled program called the Thrift Savings Plan (TSP), with government match of up to 5%. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, a flexible benefits program which includes dependent care and/or healthcare reimbursement, commuter benefits and Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Electronic Fund Transfer (EFT) for payroll deposit is required.

TO APPLY Please download an Application for Judicial Branch Employment from the court's website at www.mieb.uscourts.gov (Home Page > Court Info > Employment Opportunities). Qualified applicants should submit the completed application AND a cover letter with résumé via e-mail to HR@mieb.uscourts.gov on or before **October 15, 2021**.

Send documents as one PDF attachment (no ZIP files) and include the position title in the subject line. Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.



An Equal Opportunity / EDR Employer

All appointments subject to mandatory electronic funds transfer