

**Notice of Career Opportunity
United States District and Bankruptcy Courts
Western District of Missouri**



Position Title: Director of Information Technology
Salary Range: CL-31: \$90,967 - \$147,887
(based on experience and qualifications)
Position Location: Kansas City, MO
Closing Date: June 21, 2011

The United States Courts for the Western District of Missouri are seeking a Director of Information Technology. The person holding this position will maintain an office in Kansas City, Missouri with required occasional travel to divisional offices in Springfield and Jefferson City as well as other locations for training and business meetings. The Western District is a consolidated Court comprised of three offices and approximately 300 employees. IT professionals from other Districts willing to relocate are welcome to apply, and all applicants should visit www.mow.uscourts.gov for general information about the Western District (WDMO).

Description

The Director of Information Technology reports directly to the Court Executive and serves as a member of the Senior Leadership Team, overseeing IT support for the District and Bankruptcy Courts and Judges and for the Probation and Pretrial Services unit. The Director will supervise a staff of approximately twenty-five technical professionals, managing the day-to-day operations of the Network, Help Desk and Programming functions and with overall responsibility for project management, budgeting and IT procurement, strategic planning, performance management and systems security. The IT Director will also liaise with representatives from the Administrative Office of the U.S. Courts on national initiatives and opportunities advantageous to WDMO.

The IT Director is responsible for the Courts' servers, network infrastructure and remote access systems as well as supervising the implementation of national software applications and local modifications or products. WDMO applications are housed on a variety of Windows and UNIX servers. In addition to a suite of nationally deployed applications, the Court utilizes typical off-the-shelf Microsoft Office applications as well as Lotus Notes and WordPerfect. The IT Department is also responsible for the Courts' audiovisual and communications/telephone systems.

The Director will coordinate roll-outs of upgrades or new versions of software with the District's Education, Communications and Outreach (ECO) department for purposes of training and installation. And the Director supervises the joint efforts of IT personnel and ECO as to the Courts' external website and other means of online communication.

The IT Director will use project management principles to garner sponsorship and support in planning innovative solutions for customers and the evolution of IT district-wide. A thorough understanding of continuity of operations and the ability to deliver essential systems and data 24/7 is a key responsibility of the IT Director.

Key Initiatives & Qualifications

The Western District is looking for a strong leader dedicated to providing the highest levels of customer service to court staff and to attorneys and litigants and someone who will use technology to further the mission of the Courts both now and in the future.

The District is also searching for a candidate committed to employee development and to helping employees expand skill sets and to achieve individual and team goals. Top applicants will have experience motivating both new and tenured employees and be ready to evaluate how the department should be organized to best meet the changing needs of internal customers and external customers.

In the short-term, the District is interested in an experienced manager to help plan, lead and supervise implementation of pending projects such as VoIP, virtualization, enhanced methods of secure, remote access and construction of a new server room in Kansas City, among others. The new Director will also be expected to work with his or her team to evaluate state-of-the-art technology being installed in the new Jefferson City courthouse for long-term planning for the AV and telecommunications needs for the other two courthouses in the District.

Additional Qualifications

The successful candidate must have a minimum of ten years of experience in managing and leading all or portions of an Information Technology organization. In addition to a solid technical foundation, candidates should possess strong supervisory skills as well experience responding to the needs of multiple senior leaders within an organization.

He or she must be able to communicate effectively both orally and in writing and be comfortable operating as a team player with other court unit leaders. Other requirements include:

- Degree in Information Technology or a related field is preferred and an MBA or similar advanced degree/training desirable;
- Ten years of progressive experience in managing people and resources;
- Strong track record of exceptional customer service with both external and internal customers/clients;
- Working knowledge of theories, principles, practices and techniques of computer hardware and software, database design, and data communications;
- Experience analyzing, evaluating, and determining automation needs, and planning to implement systems to meet those needs;
- A proven record of successfully implementing change and the ability lead diverse teams through periods of change;
- Thorough understanding of managerial and project management techniques and prioritizing IT projects and resource usage;
- Understanding of general procurement and budget processes; and
- Ability to communicate and work directly with all employees, judges and representatives from other government agencies.

Experience in a legal setting is helpful but not required.

Conditions of Employment

Candidates must be able to show proof that they meet citizenship requirements for employment by the United States Courts and must be able to pass a full background investigation, including a criminal record and credit check. Court employees must adhere to all Judicial Conference regulations, specifically the Code of Judicial Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay. The United States District and Bankruptcy Courts are a part of the federal judiciary.

Application Procedures and Information

Qualified persons should submit:

- A cover letter;
- Current résumé;
- Completed application for judicial branch employment, form AO-78 (available at

- <http://www.uscourts.gov/forms/AO078.pdf>); and
Contact information for three professional references.

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court
Western District of Missouri
Attention: Michele Nelson
400 E. 9th Street
Kansas City, MO 64106
michele_nelson@mow.uscourts.gov

The application deadline is June 21, 2011.

Only candidates selected for an interview will be contacted.

Candidates for interviews will travel at their own expense for interviews.

The court reserves the right to modify the conditions of this job announcement.