

UNITED STATES BANKRUPTCY COURT



WESTERN DISTRICT OF TEXAS

**IT Manager (23-ITM)
San Antonio, Texas**

Open until July 11, 2023

Salary Range: (CL29-CL30) \$79,799- \$153,277

*The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for an Information Technology Manager in our San Antonio Office. This position is part of the Senior Management Team and reports directly to the Clerk of Court. The clerk's office has approximately 45 employees in four divisions that include Austin, El Paso, San Antonio and Waco. We also have an unmanned office in Midland. The clerk's office serves five Judicial Officers and their staff.

Ideal candidates will possess:

- Recent personnel and department management skills and experience.
- Knowledge of all aspects of information technology (IT) to include knowledge of current technology.
- A dedication to public service and a desire to help others through the delivery of excellent customer service.

The incumbent is responsible for managing all facets of the court's IT program. The IT Manager provides technical and managerial direction to a staff of four professionals involved in information technology activities, including assigning and reviewing work, promoting teamwork, evaluating performance, recommending employee appointments and disciplinary actions.

Duties also include monitoring the development, installation, and maintenance of mission critical applications used by the court and is responsible for data storage and retrieval. This position provides support and oversees operation, and back-up of court automation, including network systems, courtroom technology, remote and mobile access/systems, national and local applications, web management, the help desk, hardware, software and telecommunications. The IT Manager provides hands on analysis, design, testing, and training and is responsible for the procurement, inventory and accountability of all IT support equipment and operational databases. The position requires extensive personnel, vendor and project management in a relatively complex environment. Serves as the IT security officer (ISO) for the Court and manages and maintains all aspects of the Court's IT security posture in accordance with Judicial Conference policy. The incumbent will also be responsible for defining and implementing short and long range technology plans, maintaining the Court's IT strategic plan and manages the IT portion of the Court's Continuity of Operations Plan (COOP). The IT Manager serves as the primary liaison with the Administrative Office and participates in the formulation and management of the court's IT budget. Travel to divisional offices is required. The position requires the movement and lifting of equipment. The position requires hands on participation in the daily business of IT.

Minimum requirements include:

- A bachelor's degree in Information Technology, Computer Science or related field from an accredited college or university;
- strong leadership skills, including a minimum of five years of relevant recent management experience;
- the ability to think creatively and communicate effectively;
- thorough working knowledge of the principles and techniques of computer hardware and software, office automation, database design, and data communications with the ability to troubleshoot and
- problem solve;
- extensive knowledge of software testing methods, practices, and preventive maintenance activities;
- proficiency with tools concerning computer networking, database management and internet/intranet applications and development, and website design;
- cybersecurity knowledge and experience;
- project management experience;
- A high degree of demonstrated professionalism, positive attitude and strong work ethic;
- A professional demeanor and appearance appropriate for a law or professional office environment
- The ability to communicate effectively with a variety of people in a positive manner and the ability to use discretion.

Preferred Experience:

- Court Information Technology experience
- Thorough knowledge and experience with managing a Windows Client and Server Environment. (e.g. group policy, endpoint management, domain administration). Knowledge of Red Hat Linux and Informix.
- Experience with CM/ECF, JFinsys, Adobe, VMware, Web Development, Web Services, SharePoint, and Microsoft suite of applications.
- Advanced knowledge of networking, operation systems, servers, and thorough knowledge of LAN/WAN internetworking technologies.

Additional Information: Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. The selected candidate will undergo an initial FBI background investigation to include criminal and credit history. Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Updates are required every five years. Applicant must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for the interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Employee Benefits: The Judiciary offers a generous benefits package. For information about benefits, please visit: [Judiciary Benefits](#)

How to Apply: Qualified applicants are required to submit their documents using our [HR Employment Application System](#).

Application Tips:

- All applicants are required to submit a cover letter, most recent resume, a completed AO 78, a copy of their most recent performance review OR two **letters** of recommendation (not a list of referrals).
- AO78 Federal Judicial Branch Application for Employment can be obtained at [Application](#)
- Address the Cover letter to Patty Nelson, Employee Relations Officer.
- All applications must be complete and in the system by 3pm central time on Tuesday, July 11, 2023.

Incomplete applications will not be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer