



**United States Bankruptcy Court
Western District of Texas
San Antonio, Texas
Vacancy Announcement
2004-01ITM
Information Technology Manager**

**Starting Salary Range
CL30**

\$64,683 to \$80,880

(commensurate with
qualifications, experience and
applicant's current pay grade)

**Excellent Benefits Package
including:**

- *Vacation/Sick leave*
- *Family Leave*
- *Family Medical Leave Act*
- *Ten paid federal holidays*
- *Federal Employee Retirement System*
- *Free Parking*

Optional Benefits Available

- *flexible benefits offering tax deferred savings account*
- *direct deposit of pay-check (as mandated by the Financial Reform Act)*

Additional Information:

Employees of the Court are required to adhere to a code of conduct. A successful background check is required for employment with the court. This position is located in a smoke free environment.

The United States Bankruptcy Court is an equal opportunity employer.

This is an exciting opportunity to join our court as the Information Technology Manager. Our court offers a Case Management /Electronic Case Filing (CM/ECF) environment. This district has five divisional offices which are located in San Antonio, Austin, Waco, El Paso, and Midland. The Western District of Texas serves four judicial officers. We have approximately 75 employees including judicial staff.

The incumbent is responsible for managing all facets of the court's IT program and provides technical and managerial direction to a staff of ten technical professionals. Duties include directing and monitoring the development, installation, and maintenance of mission critical applications used by the court and is responsible for data storage and retrieval. 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 project, personnel, and vendor management in a relatively complex environment. The incumbent will also be responsible for defining and implementing long range automation plans. Duties also include serving as primary liaison with the Administrative Office and formulating and managing the court's IT budget. Travel to divisional offices is required.

To qualify for the position, you must have the following:

Bachelor's degree in Information Technology, Computer Science, or related field and at least five years of IT management experience including successful management of technical/professional staff. Technical skills should include proficient experience with PC hardware, software, LAN/WAN, communications, video-conferencing technology, TCP/IP, Linux, Microsoft Windows XP and 2000, Novell Netware, WordPerfect, Lotus Notes, Lotus Organizer, and Microsoft Office.

To Apply:

Submit a letter of interest, resume, *and* salary history postmarked no later than March 25, 2004 to:

Patty De La Garza, *HR Manager*
U.S. Bankruptcy Court for the Western District of Texas
615 E. Houston, Suite 546
San Antonio, TX 78205

Applicants must be U. S. citizens or eligible to work in the United States. All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the court will only contact those individuals invited for an interview.