

# UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

---

<b>POSITION:</b>	<b>Information Technology Manager</b>
<b>LOCATION:</b>	<b>San Francisco, CA</b>
<b>CLASSIFICATION LEVEL/SALARY:</b>	<b>CL 31</b> Developmental Range (\$105,497-\$130,774) Full Performance Range (\$131,873-\$153,200)
<b>CLOSING DATE:</b>	<b>Open until filled</b> <i>Priority consideration given to applications received by August 21, 2009.</i>
<b>ANTICIPATED START DATE:</b>	October 1, 2009

---

### ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the district and bankruptcy courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Court has 48 federal judges and 500 employees. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. In addition, judges maintain offices in several cities throughout the western United States. For more information about the federal court system, please visit: <http://www.uscourts.gov/> For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

---

### POSITION OVERVIEW

The IT Manager reports to the Circuit and Court of Appeals Executive through the Clerk of Court. The position has full responsibility for planning, budget, resources and goal-setting for information technology as it relates to the Court of Appeals.

The IT Manager directs a staff of 35 employees across four locations who have responsibility for the court's computer systems and network, applications, desktop support, and audio/visual and communications systems. Applications are housed on a variety of Windows, Unix and Novell servers. Windows XP is the primary desktop operating system. The court is currently standardized on Word Perfect and Lotus Notes. In addition to a suite of nationally deployed court applications, the department supports standard off-the-shelf applications such as Microsoft Office, WordPerfect, Lotus Notes and Adobe Professional. The incumbent also provides technical support for major operational initiatives, such as the court's case management and electronic filing system (CM/ECF), as well as the court web site and intranet.

The IT Manager develops budget justification for equipment, upgrades, cyclical replacement, normal operations and special applications. As part of the senior management team, the IT Manager participates in the review and establishment of general court policy, operational efficiency and circuit-wide IT policy.

In addition, IT Manager partners with the Assistant Circuit Executive for Information Technology to develop long and short-term plans for security, disaster prevention and recovery, quality control, remote access and shared services. Moderate travel is required.

---

### **REPRESENTATIVE DUTIES**

- Provide leadership and direction in the development of short and long range technology plans. Solicit feedback from, and advise judges and management team in all areas of automation needs, objectives and capabilities, including anticipation of future requirements.
- Support the IT needs of key operations, including the court's case management and electronic filing system (CM/ECF) and data integration with the court's web sites.
- Using best practices, manage IT application and system implementation projects and conduct periodic reviews to measure cost-effectiveness, user satisfaction and utility.
- Supervise, evaluate and promote a customer service focus within the IT staff.
- Develop budget justification for equipment, upgrades and operations. Manage technology expenditures and inventory.
- Ensure that all staff and judges are adequately trained on new applications and equipment.
- Prepare and maintain a Continuity of Operations Plan for all IT services. Incumbent will be actively involved in all mission critical systems in the event of a disaster.
- Make regular on-site visits to divisional offices and other court locations to supervise projects and meet with IT staff, judges and end-users.
- Coordinate with Circuit-wide IT personnel regarding service delivery and systems maintenance.

---

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Computer Science or Management Information Systems, or equivalent education and experience.
- Minimum of 5 years of experience managing and leading all facets of an Information Technology organization. Experience and skills in short and long-range IT planning.
- Experience motivating and developing staff across multiple locations. Excellent team building skills.
- Demonstrated problem solving skills, decision quality and client focus.
- Experience responding to the needs of multiple senior leaders within an organization.
- Ability to communicate technical concepts effectively to various audiences.
- Thorough understanding of project management techniques, process analysis and focus on continuous improvement.
- Experience with budget management and procurement.

---

## PREFERRED QUALIFICATIONS

- MBA or advanced degree in Computer Science preferred.
- Prior experience in a court environment helpful.

---

## BENEFITS

- 10 paid holidays per year; 13 sick days accrued per year
- Up to 13 days of paid vacation days per year for the first three years of service; increasing with tenure thereafter
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term disability and long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

---

## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or resident alien from a country that has a defense treaty with the U.S. and must be eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation. Employees agree to abide by the Judicial Code of Conduct. Direct deposit of pay required.

---

## APPLICATION INFORMATION

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to:

[HR@ca9.uscourts.gov](mailto:HR@ca9.uscourts.gov) (Please include job code **INT-IT** in the subject line).

To ensure consideration, please submit these materials by **August 21, 2009**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

**The U.S. Court of Appeals for the Ninth Circuit is an Equal Opportunity Employer.**