

**UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT**

VACANCY ANNOUNCEMENT

POSITION: INFORMATION TECHNOLOGY (IT) SERVICES MANAGER

LOCATION: CINCINNATI, OHIO

SALARY RANGE: CL 30

TOUR OF DUTY: This is a permanent position.

CLOSING DATE: The position will remain open until filled. **To ensure consideration, applications must be received by the close of business on Friday, April 17, 2009.**

The Office of the Circuit Executive for the Sixth Judicial Circuit is accepting applications for the position of **Information Technology (IT) Services Manager**.

Position Description: The position is located in the Office of the Circuit Executive in Cincinnati, Ohio. The IT Services Manager works closely with the Assistant Circuit Executive for Automation, Judges, Court of Appeals senior staff, and automation staff in court units throughout the circuit in identifying and implementing technology solutions for the Court of Appeals and the Sixth Circuit and monitoring and maintaining automated systems. The incumbent has primary responsibility for assessing the information technology needs of chambers and staff offices of the court as well as the Sixth Circuit as a whole, and identifying the systems, applications and equipment that best meet those needs. This position assists in managing the circuit's consolidated Information Technology Office which includes systems and network administration, user support, database administration and software development functions. Please review the attached detailed position description prior to making application for the position.

Qualifications: Candidates must have at least ten (10) years of professional IT experience including at least four (4) years management/supervisory experience and demonstrated management skills; strong understanding of networks, servers, and desktop administration; strong understanding of Linux, and Microsoft operating systems; and demonstrated ability to identify, diagnose and resolve complex problems. Prefer minimum of a bachelor's degree in computer science, and technical network and operating systems certifications. Must also possess excellent communication and customer service abilities.

Application Procedure: Candidates seeking consideration must send a letter of application emphasizing experience relevant to the position, a detailed resume and salary history, and a list of three professional references who may be called upon. These materials should be submitted to the attention of Circuit Executive's Office, 503 Potter Stewart U.S. Courthouse, 100 East Fifth Street, Cincinnati, Ohio 45202. Candidates must also include an email address along with other relevant personal contact information. Candidates who are invited to be interviewed must also provide three letters of recommendation at the time of their interview. The position will remain open until filled. **However, to ensure consideration, applications must be received no later than the close of business on Friday, April 17, 2009.** Previous resumes submitted for this position are retained on file.

THE OFFICE OF THE CIRCUIT EXECUTIVE IS AN EQUAL OPPORTUNITY EMPLOYER

**U.S. Court of Appeals for the Sixth Circuit
Office of the Circuit Executive
Cincinnati, Ohio**

**IT Services Manager
Position Description
Job Grade CL 30**

Introduction

This position is located in the Office of Information Technology and reports to the Assistant Circuit Executive for Information Technology. The IT Services Manager works closely with the Assistant Circuit Executive for Automation, Judges, Court of Appeals senior staff, and automation staff in court units throughout the circuit in identifying and implementing technology solutions for the Court of Appeals and the Sixth Circuit and monitoring and maintaining automated systems. The incumbent has primary responsibility for assessing the information technology needs of chambers and staff offices of the court as well as the Sixth Circuit as a whole, and identifying the systems, applications and equipment that best meet those needs. This position assists in managing the circuit's consolidated Information Technology Office which includes systems and network administration, user support, database administration and software development functions.

Representative Duties

1. Manages and coordinates the development and implementation of new and/or improved information and telecommunication systems and devices to meet the changing needs of the organization:
 - a. Evaluates existing systems with an eye toward improving them, particularly with regard to updating the technologies used;
 - b. Performs needs analyses to define opportunities for new IT solutions;
 - c. Consults with judges, court unit executives and staff within the court and the circuit to identify and specify functional and system requirements;
 - d. Prepares cost estimates for proposed systems;
 - e. Coordinates the installation of new/improved systems ensuring the integration of all systems components; e.g., procedures, databases, policies, software, and hardware, user training.
 - f. Coordinates information from staff and other resources with knowledge about software problems, hardware and software capabilities and limitations, and application enhancements developed by other courts.
2. Plans, coordinates, and directs activities of subordinate staff while managing multiple functions and projects. Manages the delivery of customer support services, including installation, configuration, troubleshooting, user assistance, and training in response to the needs of all court staff.
3. Assists in documenting short and longer-term IT plans for the Court of Appeals and Circuit. Documents platform standards and processes.
4. Works with the technical staff of other court units within the circuit as well as the Administrative Office on matters relating to information technology, particularly as it involves support for court users and applications.
5. Ensures systems availability and security to all users.

6. Assists in developing IT staff, including evaluating and coordinating performance reviews and assessing training requirements.
7. Performs other such duties as assigned.

Qualifications

- Strong management and technical skills.
- Excellent communication and customer service abilities.
- Understands, applies and adapts fundamental concepts, practices and procedures related to systems administration, engineering, network security, software development and project management.
- Strong understanding of networks, servers, and desktop administration.
- Strong understanding of Linux, and Microsoft operating systems.
- Demonstrated ability to identify, diagnose and resolve complex problems.
- 10+ years of professional IT experience including 4+ years management/supervisory experience.
- Prefer minimum of a bachelor's degree in computer science, and technical network and operating systems certifications.

FACTOR 1, JOB REQUIREMENTS:

Advanced knowledge of automation theories, principles, practices, and computer hardware and software, office automation, and database design. Strong analytical skills to evaluate and determine automation needs and implement systems to meet those needs. Strong management, interpersonal, and oral and written communication skills. Skill in explaining automation techniques and processes to judges and staff. Detailed knowledge of functions and processes of the court.

FACTOR 2, SCOPE AND EFFECT:

The incumbent assist with or leads coordination of automation within the Sixth Circuit Court of Appeals and serves as a liaison with the Administrative Office on behalf of the Circuit. The work of the incumbent allows judges, the circuit executive, and other court unit executives to communicate between court sites, substantially affecting the case processing and judicial functions of individual court units. Proper functioning of automated systems ensures the timeliness and accuracy of court actions.

FACTOR 3, COMPLEXITY:

The automated systems and equipment within the circuit are varied. Incumbent must keep pace with developing technology and its application to court operations. Incumbent must interpret and meet the needs of judges and court unit managers, considering efficiency and economy in evaluating alternatives. The incumbent must make quick decisions in considering alternative solutions to ensure that there is no disruption of automation services.

FACTOR 4, WORK PARAMETERS:

The incumbent has wide latitude in researching, analyzing systems requirements, and implementing changes. Incumbent relies on own technical abilities and may consult with other automation staff through the Judiciary or Administrative Office Staff. Incumbent works at the direction of the assistant circuit executive for automation.

FACTOR 5, PERSONAL CONTACTS:

The incumbent routinely works with judges, unit heads, and automation staff within and outside the circuit. The incumbent routinely interacts with the Telecommunications Branch of the Integrated Technology Division and the Court Operations Branch of the Systems Division of the Administrative Office. Outside contacts include contractors and commercial vendors.

FACTOR 6, ENVIRONMENT DEMANDS:

Work is performed in an office setting with overnight travel within and outside the circuit.

Duties require occasionally working nonbusiness hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.