



# United States Court of Appeals for the Sixth Circuit

## ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

Cincinnati, OH Full-Time

\$96,978 - \$157,629 \*

### About the Court

The Sixth Circuit offers a forward-thinking culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

### About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country**. Explore our remarkable city at [cincinnati.chamber.com](http://cincinnati.chamber.com) and check out our awards at [cincyusa.com](http://cincyusa.com).

The United States Court of Appeals for the Sixth Circuit is seeking an Assistant Director of IT to join our team. This new position provides a unique opportunity for a knowledgeable IT professional to enhance and grow a forward leaning IT program.

### Overview of Duties

The Assistant Director of IT assists the Director of IT in managing the IT department, supervises 10+ IT staff, and manages the implementation and delivery of IT support services to judges and court staff. The major responsibilities and duties include the following:

- Oversee daily operations of the IT department. Supervise, develop, and mentor IT staff. Train or coordinate training on policies, procedures, and internal controls. Formulate, recommend, implement, and enforce appropriate policies, procedures, and standards.
- Manage the implementation, administration, and maintenance of technical systems. Supervise and execute implementation plans for automated systems.
- Design IT systems and solutions and evaluate existing systems, explore alternatives, make recommendations, and ensure performance of servers, applications, and services. Adapt software and documentation; perform testing; establish operating procedures; and devise security systems for hardware, software, and data.
- Develop and oversee other IT staff in the development of applications. Make adaptations to national systems and/or participate in the planning for, and the acquisition of, specific systems.
- Provide operational and project management in support of developing, implementing, securing, and maintaining the court's automated resources. Participate in disaster /continuity of operations planning.
- Evaluate the organization's technology use and needs. Assist with developing and implementing IT strategic plans. Develop, analyze, and evaluate new and innovative technologies, methodologies, and services. Recommend best practices.
- Advise management and IT Committee on IT systems. Work with judges and court staff to design, develop, and implement various reports. Serve as information resource to court units within the circuit regarding federal and judiciary regulations, procedures, and implementation of IT systems.
- Develop budget justification for system equipment, upgrades, and normal operations. Assist in monitoring or approving expenditures for IT operations. Develop cost-benefit analyses for information technology projects.
- Perform technical writing including technical and user documentation and training materials. Maintain inventory of systems and configurations. Create and maintain drawings and flow charts.
- Develop presentations, data, and technical briefings on IT topics. Establish and ensure effective training in system use and capabilities. Remain current regarding emerging technologies and how they interface with systems.
- Travel within the circuit required.

## POSITION QUALIFICATIONS

**Required:** A bachelor's degree, preferably in computer science or related field. Seven years of experience in systems administration. Three years of substantial leadership experience in an IT department, which includes supervision of direct reports and complex projects. Broad technological knowledge of Microsoft OS and Linux environments. Knowledge of IT security techniques. Project management experience involving complex projects. Ability to work under pressure and within the constraints of conflicting deadlines. Proactive, problem-solving approach. Strong communication, interpersonal, presentation, and organizational skills and the ability to work in a team-based environment.

**Preferred:** Advanced IT certifications. Related experience in a court, government agency, or equivalent environment.

## COMPETITIVE TOTAL REWARDS

**Compensation\*:** \$96,978 - \$157,629 (CL 30) (\*Salary commensurate with qualifications)

**Benefits:** Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits) to learn more about the Judiciary's competitive benefits.

**Work/Life:** Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

## ENJOY WORK/LIFE BALANCE

### HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties described above *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via our [online application system](#). Position is open until filled; preference given to applications received by December 10, 2023.

Virtual interviews available.

### CONDITIONS OF EMPLOYMENT

Travel for this position is required. The selected candidate is provisionally hired pending results of background investigation and fingerprinting. This position is subject to updated background investigations every five years. Applicants selected for an interview must complete the Optional Background Information section on the Judiciary's application. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. For citizenship requirements, visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers). Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.