



NOTICE OF POSITION VACANCY SYSTEMS MANAGER CHEYENNE, WYOMING

Job Announcement 2010-01

FULL TIME POSITION

POSITION TITLE: Systems Manager

LOCATION: Cheyenne, Wyoming

SALARY RANGE: CL30-01 - CL30 -61 (\$75,991 - \$123,539)
Salary commensurate with experience

CLOSING DATE: Until Filled - Applications received prior to January 15, 2010 will be given first priority.

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for Systems Manager. This position is considered a senior management position and department head within the Clerk's Office.

The successful applicant will be responsible for the following duties:

Responsibilities and Duties:

The Systems Manager is responsible for the acquisition, implementation and operation of all computer systems of the U.S. District Court for the District of Wyoming. The District of Wyoming consists of 3 staffed courthouses located in Cheyenne, Casper and Mammoth Hot Springs as well as 5 part-time Magistrate Judges located in Jackson, Green River, Sheridan, Casper and Lander. Travel to these locations is required.

The incumbent has the overall responsibility for automation planning and policy making, and for the development and management of the automation budget and spending plan. The Systems Manager reports to the Clerk of Court and Chief Deputy and will directly supervise and lead a team of technical professionals in providing overall responsibility for the management and maintenance of systems hardware and software, for training court personnel to use the systems, and for the coordination and integration of all data processing, office automation and data communication resources within the Court. This includes all other duties assigned, including:

Communicates with Administrative Office of the U.S. Courts and the Tenth Circuit Executive Office as needed in a collaborative effort to receive and give advice.

Serves as and coordinates with project managers, providing guidance and resources.

Participates in hiring and evaluating of IT staff. This would include developing or changing position descriptions as needed and making work assignments as needed.

Ensures a secure computing environment for District of Wyoming.

Participates in the creating and testing of a contingency of operations/disaster recovery plan.

Provides overall work environment within the department that assists in continuing cooperation between all staff, Clerk's Office, judges, stakeholders, attorneys, other court family or customers.

Advises the Clerk of Court and Judicial Officers of potential misuse of internet/intranet. Makes presentations to court family or members of bar or other stakeholders as needed.

Continues education on new or existing processes and procedures that directly effect his or her department.

Remains in constant contact with Administrative Office personnel or written directives regarding new procedures or changes that directly effect the Court and it's staff.

Duties require working during non-business hours and carrying and responding to a pager or cell.

Qualifications:

- Bachelor's degree in such fields as computer science, business or public administration, management or related fields. (Preferred)
- High school graduate or GED.
- 5 years experience in management related field. (Preferred)
- Solid background and understanding of federal court operations and functions. (Preferred)
- Possess the ability to exercise mature judgment.
- Have a thorough knowledge of the basic concepts, principles and theories of management.
- Highly self-motivated, extremely detail-oriented and organized.
- Professional demeanor.

- Possess excellent verbal and written communication skills.
- A broad knowledge of theories, principles, practices and techniques of computer hardware and software applications.(Preferred)
- Self-starter with initiative.
- Must be able to work well with Judges, the bar, the public and co-workers.

Technical Qualifications:

Proficiency in any of the following is preferred: RedHat Linux, Solaris, Windows 2003/2008 server, Active Directory, LAN/WAN, TCP/IP, DNS, Informix DBMS, SQL, Apache/Tomcat, IIS, HTML, Coldfusion, Java Servlets & JSP, scripting languages, Lotus Notes, WordPerfect, MS Office, and Adobe.

Technical proficiency in the following U.S. District Court specific software applications is preferred, but not required: CM/ECF, FAS4T, JMS, and ELMO. Additionally, proficiency helpful in technologies/applications used for evidence presentation, such as digital audio recording and real-time transcription systems.

OTHER INFORMATION

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: all benefits federal employees are entitled including 11 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.

To Apply:

Submit a detailed resume of education, work experience, and salary history, together with a cover letter AND a completed AO-78*, Application for Federal Employment form in sealed envelope marked CONFIDENTIAL, to:

U.S. District Court
Attn: Chief Deputy
2120 Capitol Avenue, Room 2131
Cheyenne, WY 82001

or by email to: hr@wyd.uscourts.gov

* Application forms (AO-78) are available on our website are www.wyd.uscourts.gov

* * * EQUAL OPPORTUNITY EMPLOYER * * *